Fairburn
Situated to Succeed

Land Disturbance Permit (LDP) Checklist

- ☐ A completed site development permit application form;
- ☐ Email an electronic copy of the plans to **communitydevelopment@fairburn.com**
- ☐ Seven complete sets 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

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: _____

Sketch Plan	**Conceptual Site Plan**	**Construction Plans w/Hydro**	**Landscape Plan**
❑ **1st Submittal- No Fee** Submit to P & Z for review	❑ **1st Submittal $150 + $20/acre** ❑ Resubmittal*	❑ **1st Submittal $500 + $20/ acre** ❑ Resubmittal*	❑ **1st Submittal $300 + $20/acre** ❑ Resubmittal*
If necessary, 2 extra copies (If legible, .pdf file is acceptable). **Staff routes to:** ___Comm. Dev. Director ___Planning & Zoning	**7 Hard Copies- Staff Routes to:** ___Building/Prop. Manager ___ Comm. Dev. Director ___ Engineer ___ Fire Marshal ___ Landscape Architect ___ Planning & Zoning ___ Water & Sewer	**7 Hard Copies- Staff Routes to:** ___ Building / Prop. Manager ___ Comm. Dev. Director ___ Engineer ___ Fire Marshal ___ Landscape Architect ___ Planning & Zoning ___ Water & Sewer	**2 Hard Copies- Staff Routes to:** ___ Comm. Dev. Director ___ Landscape Architect

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

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26 W. Campbellton Street
Fairburn, GA 30213
(770) 964-2244
(770) 306-6919 Fax