

Land Disturbance Permit (LDP) Checklist

- A completed site development permit application form;
- 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: _____

<u>Sketch Plan</u>	<u>Conceptual Site Plan</u>	<u>Construction Plans w/Hydro</u>	<u>Landscape Plan</u>
<input type="checkbox"/> 1st Submittal- No Fee Submit to P & Z for review	<input type="checkbox"/> 1st Submittal \$150 + \$20/acre <input type="checkbox"/> Resubmittal*	<input type="checkbox"/> 1st Submittal \$500 + \$20/ acre <input type="checkbox"/> Resubmittal*	<input type="checkbox"/> 1st Submittal \$300 + \$20/acre <input type="checkbox"/> Resubmittal*
If necessary, 2 extra copies (If legible, .pdf file is acceptable). Staff routes to: <input type="checkbox"/> Comm. Dev. Director <input type="checkbox"/> Planning & Zoning	7 Copies- Staff Routes to: <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	7 Copies- Staff Routes to: <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	2 Copies- Staff Routes to: <input type="checkbox"/> Comm. Dev. Director <input type="checkbox"/> Landscape Architect

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