

CITY OF FAYETTEVILLE  
**CONCEPTUAL PLAN SUBMITTAL CHECKLIST**

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**COMPLETED APPLICATION AND AUTHORIZATION FORM**

- The application and property owners' authorizations form must be completed and submitted to electronically via email to [PlanningDesk@fayetteville-ga.gov](mailto:PlanningDesk@fayetteville-ga.gov). If files are too large to send directly via email, we recommend using the file sharing sites Hightail or Dropbox to safely and securely share you

**APPLICATION FEES**

- The application fee is \$500.00, each resubmittal is \$250, the application fees must be paid at time of submittal

**PROJECT NARRATIVE**

- A written narrative explaining the existing site conditions and the proposed development.

**UTILITY AVAILABILITY LETTERS**

- Letter of capability & commitment to serve water
- Letter of capability & commitment to serve sewer

**CONCEPTUAL SITE PLAN**

- Scaled Drawing with North Arrow
- Vicinity map showing project location and date
- Name, registration and contact information for the owner and responsible professional.
- General location of existing Floodplain (if applicable)
- Topographic information (GIS, field run, or LIDAR is acceptable).
- Building locations and square footage, including the approximate location of all proposed or existing lots.
- Access to existing roads, circulation routes, sidewalks, parking spaces layout, roadway alignment, and dimensions. This should include the approximate location and widths of proposed streets.
- Clearly define building setbacks, areas for all lots, buffers (note as either undisturbed or enhanced), open space areas landscaped areas, impervious surface calculations (if required), and location of amenities (if required)
- General location of Storm Water Management areas (if required)
- Locations of wetlands and streams as delineated by an environmental scientist (if applicable)
- Details about the fire protection plan
  - Provide adequate and defined fire department access
  - Provide adequate water supply/hydrants
  - Indicate whether the building is to be sprinkled or proposed FDC location
- Proposed tree protection areas, including any required buffers (if required)
- Location of property by land lot and district, graphic scale, approximate total acreage, north arrow, and date.

**BOUNDARY SURVEY**

- Boundary Survey completed and signed by a Registered Land Surveyor in the State of Georgia
- Completed within five (5) years of submittal date
- Property lines of adjoining tracts of land, including property owner and zoning
- Approximate location of property lines, existing and proposed easements, burial grounds, railroad rights-of-way, watercourses and associated buffers (wetland, State Waters, MNGWPD, and Watershed Protection), existing wooded areas, and location, width and names of all existing or platted streets or other public ways within or immediately adjacent to the tract to be subdivided.
- Delineate current FEMA Floodplain elevation and City Future Conditions Floodplain (if applicable)
- Tree Survey (if applicable)

**BUILDING ELEVATIONS**

- Full color representative examples of proposed buildings
- Detail all four (4) sides of proposed buildings (photos are acceptable)
- Building elevations can be hand sketched, but must be drawn to scale
- Building Elevations should include information such as primary building material, secondary building materials (including percentages of coverage), colors, textures, architecture, roof type, and any other aesthetic components
- Include details on the proposed number of stories and floors

**SUPPLEMENTAL INFORMATION**

- Please include any additional information which may support your application (for example: floor plan, letters of support, studies...)

CITY OF FAYETTEVILLE  
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 Plat _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  
PART 1: CONCEPTUAL SITE PLAN AUTHORIZATION

Project Name			
Project Address			
PROPERTY OWNER INFORMATION			
Applicants Name			
Applicants Mailing Address			
Applicants Telephone			
Email			
PROPERTY OWNERS AUTHORIZATION			
Property Owners Name			
<p>_____ (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</p> <p style="text-align: center;">OR</p> <p>I hereby designate _____ (name of project representative) to act in the capacity as my agent for 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 prior to the completion of this project, it is my sole responsibility to notify the City of Fayetteville Community Development Department of said change in writing.</p>			
ALL APPLICABLE ITEMS ARE DUE AT THE TIME OF SUBMISSION			
ITEM#	REQUIRED NUMBER		CHECK
1	Conceptual Site Plan Authorization and Application		<input type="checkbox"/>
2	Review Fees (Application Fee is \$500.00, each resubmittal is \$250)		<input type="checkbox"/>
3	Project Narrative		<input type="checkbox"/>
4	Boundary Survey		<input type="checkbox"/>
5	Site Plan		<input type="checkbox"/>
6	Building Elevations		<input type="checkbox"/>
7	Water and Sewer Utility letters		<input type="checkbox"/>

Digital Submittal (in order for an application to be deemed complete a digital copy of the site plan and survey must also be submitted via USB, CD, or email to [PlanningDesk@fayetteville-ga.gov](mailto:PlanningDesk@fayetteville-ga.gov))

INTERNAL USE			
AMOUNT RECEIVED :		DATE PAID :	
DATE COMPLETED		P&Z MEETING DATE:	
APPLICATION WAS RECEIVED :			BS&A FILE NUMBER <input style="width: 100%;" type="text"/>

CITY OF FAYETTEVILLE  
PART 2: CONCEPTUAL SITE PLAN APPLICATION

SITE INFORMATION				
Project Name				
Project Address			Parcel ID	
Zoning District			Property Size	
			Sq. ft.	Acres
PROJECT INFORMATION				
Disturbed Area:			Is the project located in the Main Street District?	___ Yes ___ No
	Sq. ft.	Acres		
Number of Existing Lots/Parcels:			Number of Proposed Lots/Parcels	
If the project is for multifamily development, what is the estimated number of units?	_____		Is this a phased development?	___ Yes ___ No If yes, how many phases? ___
Are there existing deed restrictions or easements?	___ Yes ___ No		Are utilities available on site:	___ Yes ___ No
Does the proposed use consist of a restaurant facility?	___ Yes ___ No		Will the project include a fire sprinkler system/ or fire walls?	___ Yes ___ No
If so, do you plan to serve alcohol?	___ Yes ___ No, If you plan to serve alcohol, what is the distance from the nearest: ___ Church ___ School ___ Residence <small>(Review the Fayetteville code of ordinances for details on the measuring the distance)</small>			
Existing Land Use: check all that apply	___ Residential ___ Commercial ___ Mixed Use ___ Public/Institutional ___ Industrial ___ Vacant/Undeveloped ___ Agricultural/Parks/Conservation			
Proposed Land Use : check all that apply	___ Residential ___ Commercial ___ Mixed Use ___ Public/Institutional ___ Industrial ___ Vacant/Undeveloped ___ Agricultural/Parks/Conservation			
PROJECT TEAM (IF KNOWN OR RETAINED)				
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 proposed conceptual site development plans at the above listed property address. By signing below, I hereby certify that the above listed information and the accompanying materials as requested are accurate.

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_