

FAYETTE COUNTY PLANNING & ZONING DEPARTMENT

140 Stonewall Avenue West, Suite 202

Fayetteville, Georgia 30214

Fax Number: 770-305-5305 or 5258

www.fayettecountyga.gov

Pete Frisina, Director of Community Development 770-305-5160

Dennis Dutton, Zoning Administrator 770-305-5161

Robyn Wilson, Zoning Coordinator 770-305-5162

ADMINISTRATIVE SITE PLAN REVIEW APPLICATION

PROPERTY OWNERS: _____

MAILING ADDRESS: _____

PHONE: _____ **FAX:** _____

AGENT FOR OWNERS: _____

MAILING ADDRESS: _____

PHONE: _____ **FAX:** _____

ADDRESS/NEAREST INTERSECTION OF SITE: _____

SITE LOCATION: LAND LOT _____ **LAND DISTRICT** _____ **PARCEL(S)** _____

TOTAL NUMBER OF ACRES OF SUBJECT PROPERTY: _____

PRESENT USE OF SUBJECT PROPERTY: _____

PROPOSED USE OF SUBJECT PROPERTY: _____

ZONING DISTRICT: _____ **OVERLAY:** _____

NAME AND TYPE OF ACCESS ROAD: _____

LOCATION OF NEAREST WATER LINE: _____

(THIS AREA TO BE COMPLETED BY STAFF): **TRC DATE:** _____

Application Insufficient due to lack of: _____
by Staff: _____ Date: _____

Application and all required supporting documentation is Sufficient and Complete
by Staff: _____ Date: _____

PROPERTY OWNER CONSENT AND AGENT AUTHORIZATION FORM
(Applications require authorization by ALL property owners of subject property).

Name(s) of All Property Owners of Record found on the latest recorded Warranty Deed for the subject property:

Please Print Names

Property Tax Identification Number(s) of Subject Property: _____

(I am) (we are) the sole owner(s) of the above-referenced property requesting site plan approval. Subject property is located in Land Lot(s) _____ of the District, and (if applicable to more than one land district) Land Lot(s) _____ of the _____ District, and said property consists of a total of _____ acres.

(I) (We) hereby delegate authority to _____ to act as **(my) (our)** Agent in this process. As Agent, they have the authority to agree to any and all administrative conditions which may be imposed by Staff.

(I) (We) certify that all of the information filed with this application including written statements or showings made in any paper or plans submitted herewith are true and correct to the best of **(my) (our)** knowledge and belief. Further, **(I) (We)** understand that this application, attachments and fees become part of the official records of the Fayette County Zoning Department and may not be refundable. **(I) (We)** understand that any knowingly false information given herein by me/us will result in the denial, revocation or administrative withdrawal of the application or permit. **(I) (We)** further acknowledge that additional information may be required by Fayette County in order to process this application.

Signature of Property Owner 1

Signature of Notary Public

Address

Date

Signature of Property Owner 2

Signature of Notary Public

Address

Date

Signature of Authorized Agent

Signature of Notary Public

Address

Date

DEVELOPMENTS OF REGIONAL IMPACT (DRI)

Site Plan Applicant:

- A. Please review the attached "Developments of Regional Impact Tiers and Development Thresholds" established by the Georgia Department of Community Affairs (DCA) to determine if the proposed project meets or exceeds these thresholds. If the proposed project does not meet the established thresholds (is less than those listed) then skip to section C. below and complete.
- B. If the project does meet or exceed the established thresholds for the type of development proposed, the Georgia Department of Community Affairs (DCA) "Developments of Regional Impact: Request for Review Form" is available online at the following website address: www.dca.state.ga.us/DRI/.
- C. I have reviewed and understand the attached "Thresholds: Developments of Regional Impact".
- [] The proposed project related to this rezoning request DOES NOT meet or exceed the established DRI thresholds .
- [] The proposed project related to this rezoning request DOES meet or exceed the established DRI thresholds and documentation regarding the required DRI Request for Review Form is attached.

Signed this _____ day of _____, 20_____.

APPLICANT=S SIGNATURE

**Developments of Regional Impact
Tiers and Development Thresholds**

Type of Development	Metropolitan Regions	Non-metropolitan Regions
(1) Office	Greater than 400,000 gross square feet	Greater than 125,000 gross square feet
(2) Commercial	Greater than 300 000 gross square feet	Greater than 175,000 gross square feet
(3) Wholesale & Distribution	Greater than 500 000 gross square feet	Greater than 175,000 gross square feet
(4) Hospitals and Health Care Facilities	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day	Greater than 200 new beds; or generating more than 250 peak hour vehicle trips per day
(5) Housing	Greater than 400 new lots or units	Greater than 125 new lots or units
(6) Industrial	Greater than 500,000 gross square feet; or employing more than 1, 600 workers; or covering more than 400 acres	Greater than 175,000 gross square feet; or employing more than 500 workers; or covering more than 125 acres
(7) Hotels	Greater than 400 rooms	Greater than 250 rooms
(8) Mixed Use	Gross square feet greater than 400,000 (with residential units calculated at 1800 square feet per unit toward the total gross square footage); or covering more than 120 acres; or if any of the individual uses meets or exceeds a threshold as identified herein	Gross square feet greater than 125,000 (with residential units calculated at 1800 square feet per unit toward the total gross square footage); or covering more than 40 acres; or if any of the individual uses meets or exceeds a threshold as identified herein
(9) Airports	All new airports runways and runway extensions	Any new airport with a paved runway; or runway additions of more than 25% of existing runway length
(10) Attractions & Recreational Facilities	Greater than 1, 500 parking spaces or a seating capacity of more than 6, 000	Greater than 1, 500 parking spaces or a seating capacity of more than 6, 000
(11) Post-Secondary School	New school with a capacity of more than 2,400 students or expansion by at least 25 percent of capacity	New school with a capacity of more than 750 students or expansion by at least 25 percent of capacity
(12) Waste Handling Facilities	New facility or expansion of use of an existing facility by 50 percent or more	New facility or expansion of use of an existing facility by 50 percent or more
(13) Quarries, Asphalt &, Cement Plants	New facility or expansion of existing facility by more than 50 percent	New facility or expansion of existing facility by more than 50 percent
(14) Wastewater Treatment Facilities	New facility or expansion of existing facility by more than 50 percent	New facility or expansion of existing facility by more than 50 percent
(15) Petroleum Storage Facilities	Storage greater than 50, 000 barrels if within 1, 000 feet of any water supply; otherwise storage capacity greater than 200, 000 barrels	Storage greater than 50, 000 barrels if within 1, 000 feet of any water supply; otherwise storage capacity greater than 200, 000 barrels
(16) Water Supply, Intakes/Reservoirs	New Facilities	New Facilities
(17) Intermodal Terminals	New Facilities	New Facilities
(18) Truck Stops	A new facility with more than three diesel fuel pumps; or spaces.	A new facility with more than three diesel fuel pumps; or containing a half acre of truck parking or 10 truck parking spaces.
(19) Any other development types not identified above (includes parking facilities)	1000 parking spaces	1000 parking spaces

SITE PLAN REVIEW (NONRESIDENTIAL) AND COMPLIANCE FEES

Less than one (1) acre	\$150.00
One (1) to five (5) acres	\$200.00
Five (5) to ten (10) acres	\$250.00
More than ten (10) acres	\$300.00*

* plus \$50.00 for every five (5) acres or fraction thereof in excess of ten (10) acres.

Conditional Use: \$30.00, plus a required sign deposit of \$20.00 per sign is required for Conditional Uses in A-R.

If the site plan is resubmitted without previously noted deficiencies having been corrected, the applicable fee from the above schedule is required to be DOUBLED.

NOTE: A SITE PLAN APPLICATION FILING FEE IS NOT DUE AT THE TIME OF APPLICATION SUBMITTAL. THE SITE PLAN FEE IS PAID BY THE APPLICANT WHEN THE SITE PLAN IS APPROVED AND THE ZONING COMPLIANCE CERTIFICATE IS ISSUED BY THE ZONING ADMINISTRATOR.

TECHNICAL REVIEW COMMITTEE:

A Technical Review is required for each nonresidential development site including proposed Permitted Uses and Conditional Uses, additions to existing development, and any change in the use of property. The Technical Review Committee is a staff committee for the comprehensive review of development plans. The TRC coordinates the implementation of applicable codes, policies, and procedures. The TRC may also recommend administrative conditions of site plan approval to mitigate any adverse impacts which may be generated from the proposed development.

TRC does not replace the individual department review nor does it replace the need for each individual department to provide written review comments to the Zoning Administrator. The TRC cannot overrule an individual department's decision. There is no presentation of projects by developers. Developers may attend the TRC meeting and may respond to a question asked by a committee member, otherwise they should take up any issues with the individual department at another time.

The TRC reviews a site plan only when it is initially submitted, not again when revisions have been made to the site plan as a result of plan review comments from departments. Once all reviewing departments/agencies have given their approval, the Zoning Administrator can approve the site plan and issue the certificate of zoning compliance.

When Site Plan review comments are received by the Planning & Zoning Department from reviewing departments and agencies, the comments are faxed to the architect or engineer for revisions to plan. There is no deadline to re-submit plans which are revised as a result of plan review comments, and the revised plans are not reviewed again by the Technical Review Committee.

TECHNICAL REVIEW COMMITTEE SCHEDULE

The Technical Review Committee (TRC) will meet the second (2nd) Tuesday of each month at 10:00 a.m. in Suite 202 of the Fayette County Administrative Complex, 140 Stonewall Avenue West, Fayetteville, Georgia. TRC review will require all initial submittals for Site Plans and Final Plat applications to be submitted to the Zoning Administrator by **the third (3rd) of each month by noon**. The application submittal deadline for Preliminary Plats, Rezoning, and Public Hearing Towers will remain the same (first of each month by noon). If the first (1st) or the third (3rd) of the month falls on the weekend or on a holiday, the deadline is automatically extended to the next working day **by noon**.

TRC SCHEDULE FOR 2011- 2012
SITE PLAN APPLICATIONS

APPLICATION DEADLINE IS 12:00 NOON
ON DEADLINE DATE WITH NO EXCEPTIONS

<u>APPLICATION DEADLINES:</u>	<u>MEETING DATES:</u>	<u>NUMBER OF COPIES TO SUBMIT:</u>
November 3, 2011.....	November 9, 2011	SITE PLAN 15
December 5	December 14	FINAL PLATS 20
January 3, 2012.....	January 10, 2012	PRELIMINARY PLATS 20
February 3	February 14	REZONING APPLICATIONS 20
March 5.....	March 13	PUBLIC HEARING TOWERS 20
April 3	April 10	
May 3.....	May 8	
June 4	June 12	
July 3.....	July 10	
August 3.....	August 14	
September 4	September 11	
October 3.....	October 9	
November 5.....	November 13	
December 3.....	December 11	
January 3, 2013.....	January 8, 2013	

ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE

**CHECKLIST OF ITEMS REQUIRED TO BE SUBMITTED
FOR SITE PLAN REVIEW PROCESS**

(Application and all required documentation must be complete at the time of application submittal or the application will not be accepted)

- [] A. Application form and all required attachments completed and signed. **(1 copy)**
- [] B. Latest recorded Warranty Deed for subject property. **(1 copy)**
- [] C. Copy of latest approved and recorded plat for subject property. Legal description on recorded Warranty deed should match boundaries of recorded plat. **(1 copy)**
- [] D. Site Plan **24" X 36" STANDARD SIZE** (no larger) indicating all certified property lines, prepared (signed & sealed) by an Architect or Engineer registered in the State of Georgia, with all applicable information as required on the attached ARequirements for Site Plans@. **(15 folded sets)**
- [] E. Statement of Intent for all proposed use(s), accessory uses, or changes in use of subject property with details regarding building square footage, number of employees, hours of operation, etc. **(3 copies)**
- [] F. Landscape Plan (can submit with site plan or anytime prior to final inspections). **(3 copies)**
- [] G. Exterior Building Elevation Plans (showing all four sides). **(3 copies)**

REQUIREMENTS FOR SITE PLAN

Site Plan must be prepared by an Architect or Engineer who is registered by the State of Georgia and shall include all of the following information:

1. Name and location of the development.
2. Name, address, and telephone number of owner and applicant.
3. Name, address, telephone number, and seal of person preparing plan.
4. Zoning of adjoining property and adjoining property owners.
5. Vicinity map.
6. Date, scale, north arrow, and number of sheets. **SITE PLAN MUST BE DRAWN TO SCALE.**
7. Locations and dimensions of all existing structures (principal and accessory).
8. The limits of a 100-year flood including elevations, and applicable watershed protection buffers and setbacks. A minimum of 1.0 acre or 50% of the minimum lot size of the zoning district, whichever is greater, must be out of the 100 year floodplain. The MFFE must be 3.0 feet above the 100 year elevation.
9. Zoning of property; rezoning conditions, if applicable, total acreage of site.
10. Locations and dimensions of all proposed structures (principal and accessory) and proposed use(s).
11. Rights-of-way, pavement edges, center lines of roadways, and all easements.
12. Minimum yards and setbacks specified in the Zoning Ordinance.
13. Distance between buildings.
14. Number of stories, square footage per unit size, number of units per unit size and total number of units.
15. If multi-family, square footage per unit size, number of units per unit size and total number of units.
16. Exit/entrances, and internal circulation pattern including traffic lanes, fire lanes, acceleration/deceleration lanes and all dimensions.
17. Parking layout, including handicapped parking and landscaping. Indicate how number of spaces was determined. (Refer to Section 8 of Development Regulations for parking formulas)
18. Required landscape areas, buffers, and screening. (Refer to Section 5-23 of Development Regulations)
19. Off-street loading and screening. (Refer to Sections 5-21. and 5-22. of the Zoning Ordinance)

20. Location of refuse collection area(s) and any outside storage and/or service areas, and how such refuse and storage areas will be screened.
21. Storm drainage systems (including detention) and hydrological report or documentation.
22. Existing and finished topography at 2' contour intervals.
23. Location of existing and proposed water, sanitary sewer lines, and fire hydrants.
24. Signs (may be submitted separately).
25. Outdoor lighting to include type of fixtures, intensity and locations.
26. Erosion and Sediment Control Plan and 24 hour contact.
27. Tree Protection Plan. (Refer to Section 5-45.of the Development Regulations)
28. Construction details or standards (Erosion and Sediment Control features, pavement design, clearing and grading, drainage structures, etc.)
29. Begin Development Status Report (for Engineering Department).
30. Show location of septic system including initial and replacement drain fields.
31. Elevations, if applicable (Church and Overlay Zones).
32. Right-of-way dedication per County Attorney=s Office.

SITE PLAN TABULAR INFORMATION SHOULD INCLUDE THE FOLLOWING:

Existing zoning; total site acreage; open space acreage; minimum open space; landscape area required; building area; building coverage; maximum building height; number of required parking spaces (including handicap) and number of spaces provided; formula used for calculating required number of parking spaces for use(s); number of loading spaces; complete tree and shrubs requirements including species identification, number required, sizes/height and spacing; number of units; net density; type of units; minimum setbacks; previous conditions of approval which apply to the subject property, petition number for rezoning or variance if applicable; and revision dates.

THE SITE PLAN SHOULD ALSO REFLECT THE FOLLOWING ITEMS:

All adjacent uses, approvals, developments, and zoning districts; all adjacent right of ways and easements; all buffers and requirements; access points; site circulation indicating right of way widths, safe sight corners, curve radii; location, area, and dimensions of structures or building envelopes; location and dimension of parking and loading spaces; locations and area of open space (i.e. lakes, golf courses, open fields); lot lines; out parcel boundaries; phase lines; easements including type and width; well fields; septic systems; family cemeteries and access; preserve area locations and access; dimension and notes for all improvements and related requirements, location of all landscape material; any other existing natural or manmade features; and, any other information required by code or by conditions of approval.

INSTRUCTIONS

Sec. 8-26. Site Plans.

- A. *Use and structures.* No property shall be used and no structures shall be constructed or modified unless it is shown that a proposed use or structure is in compliance with all County regulations as verified by a Certificate of Zoning Compliance.
- B. *Building permit.* Before issuing any type of building permit for the site, the Building Official must receive a Certification of Zoning Compliance approved by the Zoning Administrator.
- C. *Site Plan required.* Prior to the certification of zoning by the Zoning Administrator, a site plan must be approved for any new nonresidential use or change of use and for all nonresidential construction including expansions and additions.
 - 1. No clearing, grubbing, or grading may be undertaken until a land disturbance permit has been approved by the County Engineer and visible posted at the primary point of access to the property.
 - 2. No clear, grubbing, or grading involving the use of explosives may be undertaken until a special permit has been issued by the Fire Marshal.
 - 3. No installation or removal of underground tanks for Class I, II, III flammable liquids shall be undertaken until the appropriate permits and inspections have been conducted by the Fire Marshal.
- D. *Filing of Site Plan.* The Site Plan shall be submitted in accordance with the schedule of established application deadlines and meeting dates, a copy of which is available in the office of the Zoning Administrator. The Site Plan shall be deemed filed when it has been submitted to the Zoning Administrator.
- E. *Site plan distribution.* Fifteen (15) copies of a 24" by 36" site plan shall be submitted to the Zoning Administrator for distribution to the following for review:
 - 1. County Engineer.
 - 2. Zoning Administrator.
 - 3. Environmental Health Manager.
 - 4. Fire Marshal (3 copies).
 - 5. Water System Manager.
 - 6. Public Works Director.
 - 7. Planning Director/TRC Chair.
 - 8. Georgia Department of Transportation (GDOT) when site accesses a State Route.
 - 9. Board of Education.
 - 10. Recreation Director.
 - 11. Sheriff=s Office Traffic Division.
 - 12. Other City or County jurisdictions if site is located close to their boundaries.

- F. *Site plan contents.* A site plan must be prepared by an engineer or architect who is registered by the state and shall include in addition to the certified property lines, all applicable information as required on the Site Plan review checklist, a copy of which is available at the office of the Zoning Administrator.
- G. *Department approval.* Upon completion of site plan review by the required departments, each department will return its comments to the Zoning Administrator, who will make the appropriate entries on the Site Plan Review Checklist and notify the applicant of approval, administrative conditions of approval, or additional requirements.
- H. *Fee.* A site plan review and compliance fee as specified in this code will be collected and a receipt provided at the time of issuance of the certificate of zoning compliance by the Zoning Administrator and prior to the issuance of a building permit.
- I. *Other plans required.* The following required plans may be submitted at the time of site plan submittal or may be submitted separately after site plan submittal; however, no clearing, grubbing, or grading shall be undertaken until a land disturbance permit has been approved and visible posted at the primary point of access to the property.
1. Building plans (5 sets).
 2. Landscape, buffer and screening plan (3 sets).
 3. A Sediment control plan, Tree Retention and Replacement Plan, and a Tree Preservation Plan, consistent with the standards of Article VI of the Development Regulations shall be included with the grading plan. Specific instructions are available from the County Engineer (3 sets).
 4. Grading plan. Must include tree retention/preservation plan if not included in sediment control plan. See Article VI of the Development Regulations (3 sets).
 5. Hydrological study and detention basin design (3 sets).
 6. Water plan if required by the water department (2 sets).
 7. Sign plan (2 sets).
- J. *Verification of lot.* In addition to an approved site plan, an applicant must provide verification that a plat of subdivision has been approved and recorded if required by the subdivision regulations.
- K. *Approval by Zoning Administrator.* Upon approval of the site plan by all required departments, the Zoning Administrator may approve the certificate of zoning compliance.
- L. *Certification to Building Official.* The certificate of zoning compliance will then be attached to the site plan review checklist and presented to the building official. The applicant will be notified by the issuance of the certificate of zoning compliance that the site plan has been certified (approved).
- M. *Site plan changes.* Any deviations from an approved site plan must be shown on a revised site plan and approved by the county employee(s) having jurisdiction over the change. Changes shall be authorized in writing on the revised site plan by the appropriate county employee(s). A copy of the revised site plan will then be given to the building official for

inclusion in the project file.

- N. *Fire Marshal approval.* The Fire Marshal shall approve all construction plans and submit to the building official a written report of compliance with the county fire prevention code. Prior to any building construction, the applicant must obtain a construction permit through the Bureau of Fire Prevention. This permit will not be in lieu of required permits through the Building Official.
- O. *Certificate of occupancy.* In no case shall a certificate of occupancy be issued by the Building Official unless an as-built condition is reflected on an approved site plan.
- P. *Expiration of Certificate of Zoning Compliance.* If no application is made to obtain a building permit from the Building Official within twelve (12) months of the date of zoning compliance, then said compliance shall be deemed null and void. Any zoning compliance issued prior to the enactment date (April 24, 1997) of this subsection that has not been relied upon for an application to obtain a building permit for twelve (12) months from said enactment date shall be deemed null and void.

Sec. 8-27. Compliance.

- A. *Batter board and footing inspections.* In addition to the footing inspection required by the Standard Building Code, a batter board inspection shall be required. The Zoning Administrator and the County Engineer shall be notified by the Building Official whenever a batter board inspection is requested. The Zoning Administrator and the County Engineer shall inspect the project and shall certify in writing to the building official that the building location and other aspects of the site comply with the approved site plan prior to a footing inspection by the Building Official. Boundary lines must be staked to allow the necessary measurements. *(A signed and sealed surveyor=s certification of setback measurements from batter boards to all property lines is accepted in lieu of staking the boundaries of the site).*
- B. *Final and eighty percent (80%) inspections.* The Building Official shall notify the Zoning Administrator, the County Engineer, and the Fire Marshal whenever a final inspection is requested. The Zoning Administrator, the County Engineer, and the Fire Marshal shall inspect the project and shall certify in writing to the Building Official that the site is in compliance, or that proper surety, as provided for in various county ordinances, has been posted. The Building Official shall not allow a structure to be occupied and shall not issue a certificate of occupancy prior to receiving certification of approval in writing from the above named county employees. The Fire Marshal shall be notified directly by the owner or contractor whenever an 80% inspection is due.
- C. *Fire Marshal inspections.* In addition to requesting 80% inspection directly from the Bureau of Fire Prevention, an applicant shall notify the Bureau of Fire Prevention of other scheduled

inspections. The Fire Marshal shall report in writing to the Building Official any deficiencies noted during the inspections. Certificates of fire safety compliance issued by the Fire Marshal shall not grant authority to occupy a building until the appropriate certificates have been issued by the Building Official.

- D. *Multiple use building.* When final inspection is sought for a multiple-use building, as much as twenty-five (25) percent of the building=s total gross floor area may be approved for occupancy by the Building Official prior to inspection and approval by the Zoning Administrator and the County Engineer.