

Official Use Only:

Application #: _____

Fee Paid: _____

Date Received: _____

Date of Hearing: _____

**TOWN OF GEORGIA
PLANNING COMMISSION**

SITE PLAN APPLICATION

Submission requirements: An application for Site Plan Review will consist of eight sets of site plan maps (one full-size and 7 - 11"x17") and supporting data which will include those items listed on the attached sheet and such information as indicated in the Concept Plan Recommendation. The application will not be deemed complete until all of the applicable materials have been submitted. Applicant must also submit stamped, addressed envelopes for all abutters, including those across a public or private right of way.

Applicant(s): Name & Address

Property Owner(s): Name & Address
(If different from Applicant)

Telephone: _____

Telephone: _____

Applicant's Signature: _____

Property Owner's Authorization (fill out only if applicant other than owner). The undersigned property owner hereby certifies that the information submitted in this application regarding the property is true, accurate, and complete and that the Applicant has full authority to request approval for this proposal.

Property Owner(s) Signature

Location of Proposed Site Plan proposal: _____

Total acreage of parcel to be subdivided: _____

Tax Parcel ID #: _____

Zoning District: _____

Deed Reference: Volume _____

Page _____

Previous subdivision of parcel (if applicable): _____

Date: _____

Map # _____

Previous Site Plan Approval (if applicable): _____

Date: _____

Map # _____

Application Submittal Check List for Site Plan Review

Pursuant to Section 4050.2.3 of the Zoning Regulations, all Applications for Site Plan review shall include the following:

1. ____ A completed application form signed by landowner(s) and applicant (if different from owner).
2. ____ Fee of \$250 made payable to the *Town of Georgia*.
3. ____ Map or survey drawn to scale, showing the following existing site features:
 - a) Contours
 - b) Current land use activity
 - c) Structures
 - d) Large trees
 - e) Roads, easements, and rights-of-way
 - f) Name of person/firm preparing the map
 - g) Date, true north point, and scale.
4. ____ Site Plan, 24"x36" in size and drawn to an appropriate scale, showing proposed land use areas including:
 - a) Proposed structures, roads and driveways
 - b) Traffic circulation pattern on the site
 - c) Number of parking spaces proposed and the location of parking and loading areas
 - d) Pedestrian walkways
 - e) Landscaping, screening and lighting details
 - f) Name of person/firm preparing plan
 - g) Date, true north point and scale
 - h) Legend
 - i) Site location map at a scale of 1" equals 1,000'
5. ____ Any deed restrictions on the land.
6. ____ Construction sequence and timing schedule for each phase of the project including buildings, parking areas, and landscaping.
7. ____ Specifications of the building materials and plantings to be used.
8. ____ Uses that will generate more than 150 vehicle trip-ends per day shall include a traffic study conducted by a professional traffic engineer. The study will include details of existing and proposed ingress and egress, expected traffic volumes, turning movements, existing and resulting levels of service and proposed traffic control measures. The Planning Commission may require a traffic study for projects generating fewer than 150 trip-ends where it finds there is a potential traffic safety issue.

9. ____ A letter of review from the Georgia Fire Chief indicating any fire and rescue concerns with the proposed project.
10. ____ A lighting plan including the location and height of mountings and /or light poles, fixture type, lamp type, wattage, level of illumination (footcandles). This plan shall show light levels, evenness, and patterns of light distribution, and should also indicate lamp loss factors applied.
11. ____ Sign details including dimensions, height, material, and proposed lighting.
12. ____ Stamped and addressed envelopes for all abutting property owners, including those across a public or private right of way.
13. ____ A list of State Permit required for the subject proposal.
14. ____ A project narrative describing the nature of the proposed development proposal. The narrative should explain in detail the proposed use of the property. Please also address each of the following elements in a descriptive manner: building(s) size and type, proposed landscaping and screening, stormwater and erosion control measures, access to the property, impact on traffic, internal circulation of vehicular and pedestrian traffic, parking requirements, lighting (size, type, location, and number), and signage.

At the request of the applicant, the Planning Commission may waive any of the above submission requirements, but only where it finds that the size and scope of the application is such that the requirements represent an undue burden on the applicant and are clearly not necessary for the Commission to make findings on the application consistent with the requirements of these Zoning Regulations.