

Official Use Only:

Application #: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Date Received: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

TOWN OF GEORGIA  
PLANNING COMMISSION

SITE PLAN APPROVAL APPLICATION

Submission requirements: An application for Site Plan Review will consist of two sets of 24x36 and eight sets of 11x17 site plan maps 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 and the required fee paid. Failure to submit a complete application, as defined herein, shall be grounds for denial of the application by the Planning Commission. Applicant must also submit stamped, addressed envelopes for all abutters, including those across a public or private right of way.

Applicant(s):

Property Owner(s):  
(if different from applicant)

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

e-mail: \_\_\_\_\_

e-mail: \_\_\_\_\_

Property Owner's Authorization (fill out only if applicant is 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 the proposed use of the property and any proposed structure.

\_\_\_\_\_  
Property Owner(s)

Location of Property: \_\_\_\_\_

Parcel ID No.: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Deed Reference: Volume \_\_\_\_\_ Page \_\_\_\_\_ Size of Parcel: \_\_\_\_\_ acres

Previous subdivision of parcel (if applicable):

Permittee name: \_\_\_\_\_

Date: \_\_\_\_\_ Map # \_\_\_\_\_

Previous Site Plan Approval (if applicable):

Permittee name: \_\_\_\_\_

Date: \_\_\_\_\_ Map # \_\_\_\_\_

List of plans, sketches, or other information submitted with this application:

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Names and addresses of abutting property owners (attach separate sheet if necessary):

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Description of proposed project: \_\_\_\_\_

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Existing and/or proposed means of access to site:

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Location of parking and proposed number of spaces:

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Existing and/or proposed easements and rights-of-way:

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Proposed and/or existing wastewater disposal and water supply:

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Proposed drainage/storm water runoff (if required):

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Proposed lighting (if any): \_\_\_\_\_

Proposed landscaping and/or screening:

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Size and total square footage of proposed and/or existing buildings:

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State permits required and/or obtained for this project:

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The undersigned applicant hereby certifies that the information submitted in this application is true, accurate and complete and that the applicant has full authority to request approval for the foregoing proposal.

Date: \_\_\_\_\_

Applicant(s) \_\_\_\_\_

**Application Submittal Check List  
For Site Plan Review**

1. \_\_\_\_\_ A completed application form signed by landowner(s) and applicant (if different from owner).
2. \_\_\_\_\_ Fee of \$350 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
  - h) Name, address and deed reference
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 feet
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 Permits required for the subject proposal. (Agency of Natural Resources Project Review Sheet).

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 Development Regulations.