



CITY OF NEWNAN, GEORGIA
 25 LaGrange Street
 Newnan, Georgia 30263
 770-254-2354

SITE DEVELOPMENT PLAN APPLICATION

FEES:

RESIDENTIAL SUBDIVISION \$5.00/LOT - \$500 MINIMUM

MULTI-FAMILY/CONDOMINIUM \$8.00/UNIT - \$500 MINIMUM

OFFICE/COMMERCIAL \$0.02 SQ. FT. - \$500 MINIMUM

INDUSTRIAL \$0.01/SQ. FT - \$500 MINIMUM

Type of Site Development Plan

Residential Subdivision Commercial Office/Institutional Industrial Multi-Family Other

Name of Project: _____

Location of Project: _____ **Tax Parcel No.:** _____

Total Project Acres: _____ Building Square Footage (GFA): _____

Total Disturbed Acres: _____ Project Developer: _____

Applicant: _____

Telephone of Applicant: _____ **E-Mail Address:** _____

Address of Applicant: _____

Project Designer: _____

Telephone of Project Designer: _____ E-Mail Address: _____

Address of Project Designer: _____

NO PLANS WILL BE CONSIDERED BY THE CITY OF NEWNAN UNLESS THE SUBMISSION CONTAINS THE ITEMS BELOW INCLUDING THE APPROPRIATE APPLICATION FEE. TO INSURE COMPLETE AND ACCURATE SUBMISSIONS, THE SUBMITTING PARTY MUST COMPLETE AND SIGN THIS SECTION.

- Applicable Review Fees (see upper right-hand corner). Fees can be paid online at: <https://newnanga.govtportal.com/> (**NOTE:** Plan review will not commence until payment is rendered) Please include a copy of your online fee payment receipt with your submission.
- Email a complete set of plans, in PDF version, to planning@newnanga.gov or email a file sharing link. A complete set shall include the following (as applicable)

	Included	Missing
Site Plans	<input type="checkbox"/>	<input type="checkbox"/>
Grading Plans	<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control Plans	<input type="checkbox"/>	<input type="checkbox"/>
Tree Protection Plans	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plans	<input type="checkbox"/>	<input type="checkbox"/>
Street Profiles	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater Hydrology Calculations	<input type="checkbox"/>	<input type="checkbox"/>

- One hardcopy full set of complete site development plans no larger than 30" x 42" either mailed, shipped or delivered to the City of Newnan-Planning & Zoning Department, 25 Lagrange Street, Newnan, GA 30263

Signature of Submitting Party: _____ Date: _____

For Official Use Only

Date Received: _____ Plans Deemed Complete By: _____ Date: _____

Plans Not Complete _____ Date: _____

After plan is approved, applicant shall submit the site plan set in a digital (one in pdf and one in AutoCAD) format to the City of Newnan.

Plan Checklist

___ Application Fee

___ Site Plan containing the following:

Developer name, address and phone number

Vicinity map of the site showing location.

North arrow and scale.

24-hour contact.

Width and location of any adjoining street right-of-way.

Lengths and bearings of property lines.

Area of property (square feet and acres).

Area of open space (square feet and acres).

Outlines of existing and proposed buildings and structures on the site indicating ground floor area (footprint) and total floor area of each.

Setbacks from property lines indicated by labeled setback lines or dimensioned arrows (drawn square to the lot lines) from the lot lines to the nearest point of building(s).

Distance between buildings (on-site only).

Number of dwelling units in existing and proposed buildings.

Number of off-street parking spaces (including required handicapped spaces) and loading spaces.

Applicant must also submit the calculations performed using the parking requirements contained in the Ordinance.

The size and distribution of proposed parking spaces shall also be provided.

Any buffer strips or tree save areas.

Proposed location and size of freestanding signs.

Flood plain boundaries or disclaimer statement. Disclaimer statement must include the panel number of the Flood Insurance Rate Map (FIRM).

Zoning of the subject and adjacent lands.

A description of the ownership of adjacent lands (name, plat book and page number or deed book and page number).

Dimensions and spacing of driveway entrances.

Acceleration/Deceleration lanes (if required).

Curb and gutter shown.

Sidewalk shown.

Date parcel was subdivided into present configuration.

___ A Grading Plan prepared in accordance with city standards and acceptable engineering practices.

___ An Erosion Control Plan prepared in accordance with city standards and the regulations of the Georgia Environmental Protection Division.

___ A Tree Protection Plan prepared in accordance with the City of Newnan Tree Preservation and Landscape Ordinance.

___ A Landscaping Plan prepared in accordance with the City of Newnan Tree Preservation and Landscape Ordinance, including, but not limited to a project site utility plan.

___ Street profiles with cross sections at 50-foot intervals, if applicable.

___ Stormwater Hydrology Calculations prepared in accordance with the City of Newnan Stormwater Detention Regulations, if applicable.

SITE PLAN REVIEW AND APPROVAL PROCESS

- Upon receipt of the site development plans and completed application, the Planning and Zoning Department shall determine if the site development plans contain all of the information required by all applicable rules and regulations. If all plans and related documents are determined to be complete, the plans shall be forwarded to all applicable review agencies.
- Upon deciding that all documents are complete, the site development plan shall be deemed to be officially received and the date of such official receipt shall establish the filing date.
- If City requirements are not met, specific reasons for disapproval shall be set forth in writing and shall identify deficiencies in the plans which caused disapproval. A written summary from the applicable review agencies shall be prepared and sent to the applicant within 10 days after the official receipt of a complete site development plan.
- Prior to revising your Site plan, you should attempt to address and resolve all staff comments contained in the written comments. If you have additional questions pertaining to staff comments, you should contact directly the staff person authoring said written comments you may wish to discuss in greater detail.
- After you have resolved the staff comments, you should make the necessary changes to your Site Plan and submit a revised plan (pdf. Digital copy and 1 printed copy) for review by the applicable review departments. The plan will be distributed to the review departments and checked relative to any outstanding deficiencies or technical matters. If any staff comments remain as the result of subsequent review, you will receive a written summary as before.
- If, after the second review, there are still outstanding comments and the plans have not received approval, you may request an in-person meeting with the City and the applicable review personnel if you wish to discuss staff's comments and obtain additional clarification.

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Plans Not Complete _____ Date: _____

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