



## APPLICATION FOR

## PLANNED DEVELOPMENT FINAL PLAN

The procedure for approval of a PD Final Plan, the final step in a Planned Development process, is set forth in Section 2.03.C.5 of the Unified Development Code (UDC). Generally, the process involves review by the Community Development Director with a final review and decision by the City Council.

Please complete the blanks with the requested information. If any of the information or required materials is missing or incomplete, the application will not be processed. Also, please note the required information requested on the back of this page.

Date of Application: \_\_\_\_\_

### APPLICANT

**Applicant Name:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_

**Project Representatives Names: (1)** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_

**Project Representatives Names: (2)** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_

**Name of Engineer or Surveyor of Plat:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_

**Owner Name (If different from applicant):** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_

(Note: A notarized statement signed by the property owner(s) authorizing the applicant to make this request shall be attached to the application.)

### PROPOSED PLANNED DEVELOPMENT

**Proposed Name of PD:** \_\_\_\_\_

**General Street Location and Boundaries of the PD:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Assessor's Parcel Number:** \_\_\_\_\_

**Total Acreage:** \_\_\_\_\_

**Approximate Number of Lots:** \_\_\_\_\_

**Density – Number of Units per Acre:** \_\_\_\_\_

**Breakdown of Units:**

**Single Family Residential:** \_\_\_\_\_ units      **2-Family Residential:** \_\_\_\_\_ units

**Multi-Family Residential:** \_\_\_\_\_ units      1 Br \_\_\_\_\_ 2 Br \_\_\_\_\_ 3 Br \_\_\_\_\_ 4 Br \_\_\_\_\_

**Commercial:** \_\_\_\_\_ square footage

**Approximate Amount of Open Space and Recreation:** \_\_\_\_\_ acres



**CONCERNS RELATED TO THE SUBDIVISION**

1. Have all acknowledgements been signed?
  - a. Owner(s) and lien holder(s)  Yes  No
  - b. Dedications or reservations  Yes  No
  - c. Engineer, surveyor or person preparing plat  Yes  No
  - d. Director of Planning and  Yes  No
  
2. Title Opinion:
  - a. Submitted (Date) \_\_\_\_\_  Yes  No
  - b. Have all the owners and lien holder(s) signed the plat?  Yes  No
  
3. Has certification been submitted stating that all taxes and special assessments due and payable have been paid?  Yes  No
  
4. Deed Restrictions:
  - a. Are any deed restrictions planned for the subdivision?  Yes  No
  - b. If so, has a copy been submitted with the application and plat?  Yes  No
  
5. How has installation of the following improvements been guaranteed?
 

	<u>Construction</u>	<u>Bond</u>	<u>Payment</u>
Streets	_____	_____	_____
Water	_____	_____	_____
Sewer	_____	_____	_____
Sidewalks	_____	_____	_____
Other			
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
  
6. Are additional comments attached?  Yes  No



**PROPOSED IMPROVEMENTS**

**Describe the Proposed Public Improvements:** \_\_\_\_\_

**Public Road Improvements:** \_\_\_\_\_

**Sanitary Sewer:** \_\_\_\_\_

**Water Mains and Service Including Fire Hydrants:** \_\_\_\_\_

**Stormwater Management:** \_\_\_\_\_

**Street Trees and Landscaping:** \_\_\_\_\_

**Describe Private Improvements:**

**On-Site Circulation, Access and Parking:** Square Footage/Acres \_\_\_\_\_ % of Total Site \_\_\_\_\_.

**Parks, Open Space and Recreation:** Square Footage/Acres \_\_\_\_\_ % of Total Site \_\_\_\_\_.

**Single Family Residential:** \_\_\_\_\_ Total units; Square Footage/Acres \_\_\_\_\_ % of Total Site \_\_\_\_\_.

**2-Family Residential:** \_\_\_\_\_ Total units; Square Footage/Acres \_\_\_\_\_ % of Total Site \_\_\_\_\_.

**Multi-Family Residential:** \_\_\_\_\_ Total units; Square Footage/Acres \_\_\_\_\_ % of Total Site

\_\_\_\_\_. 1 Br # \_\_\_\_\_ % \_\_\_\_\_; 2 Br # \_\_\_\_\_ % \_\_\_\_\_; 3 Br # \_\_\_\_\_ % \_\_\_\_\_; 4 Br # \_\_\_\_\_ % \_\_\_\_\_;

**Commercial:** type of units \_\_\_\_\_, # of each unit \_\_\_\_\_, Square

Footage/Acres \_\_\_\_\_ % of Total Site \_\_\_\_\_.

**Office:** type of units \_\_\_\_\_, # of each unit \_\_\_\_\_, Square Footage/Acres

\_\_\_\_\_ % of Total Site \_\_\_\_\_.

**Other:** type of units \_\_\_\_\_, # of each unit \_\_\_\_\_, Square Footage/Acres

\_\_\_\_\_ % of Total Site \_\_\_\_\_.

**Mail boxes:** \_\_\_\_\_

**Drainage Improvements On-Site – Method:** \_\_\_\_\_

**Perimeter Vegetation and / or Fencing / Buffers:**

**Development Timetable – Number of Construction Phases:** \_\_\_\_\_

**Duration of Each Phase:** \_\_\_\_\_ Phase 1 \_\_\_\_\_ Phase 2 \_\_\_\_\_ Phase 3 \_\_\_\_\_ Phase 4

**Are there proposed deed restrictions, protective covenants or property owners' association articles of incorporation and bylaws?** \_\_\_\_\_ Yes \_\_\_\_\_ No



I, \_\_\_\_\_, hereby state that all of the above statements and statements contained in the documents submitted with this application are true.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

***Required Materials to Accompany the Application:***

*The Community Development Director may waive informational requirements upon finding that the information is not required to determine compliance with UDC requirements.*

1. Copy of deed, lease, option agreement or other evidence of ownership or applicant's interest in the property. If the applicant is not the owner, attach a notarized statement signed by the owner authorizing the applicant to request the amendment;
2. Legal description of all property included in the planned development;
3. Final Development Plan, including but not limited to the following:
  - a. All required PD Concept Plan information;
  - b. The seal of an architect or engineer registered to practice in Georgia;
  - c. A drainage and grading plan which complies with the City's adopted standards;
  - d. The proposed arrangement of off-street parking stalls;
  - e. A landscape plan with the scientific name of all existing and proposed trees, shrubs and groundcover which are to be used to satisfy landscaping requirements;
  - f. The general configuration, height, size, type and location of all proposed signs, walls and fences;
  - g. By notation or drawing, the architectural style and the proposed surface materials to be used on the exterior of all buildings; and
  - h. Date and signature lines for execution by the Community Development Director and City Council to show the date and the Plat was recommended for approval.
4. Final Plat, prepared according to all submittal requirements;
5. Rezoning application, prepared according to all submittal requirements;
6. Development Agreement, prepared according to the requirements of Section 2.03.I, providing for the construction and maintenance of all existing and proposed publicly- or commonly-owned site improvements, such as, but not limited to the following:
  - a. road grading, surfacing, signing, and/or lighting;
  - b. curbs and gutters;
  - c. sidewalks/pedestrian walks/trails/associated structures;
  - d. sanitary sewers as applicable;
  - e. water lines and fire hydrants as applicable;
  - f. drainage structures and improvements;
  - g. open space improvements, facilities, and landscaping; and
  - h. parking areas and structures.
7. If a homeowners association or corporation is proposed, the applicant shall provide Articles of Incorporation and Restrictive Covenants. These documents shall be recorded with the Final Development Plan, Final Plat and zoning amendment; and
8. Any other exhibits as may be required by the Community Development Director.



**Return Form to:**  
**Planning & Zoning Department**  
**City of Villa Rica**  
**571 West Bankhead**  
**Villa Rica, GA 30180**  
**(678) 785-1004**  
**Fax: (770) 459-7003**

**For Department Use Only**

Case No: \_\_\_\_\_  
Filing Fee: \_\_\_\_\_  
Pre-Application Conf: \_\_\_\_\_  
Date Advertised: \_\_\_\_\_  
Date Notices Sent: \_\_\_\_\_  
Date Sign Posted: \_\_\_\_\_  
PC Public Hearing Date: \_\_\_\_\_  
PC Recommendation: \_\_\_\_\_  
CC Public Hearing Date: \_\_\_\_\_  
Action: \_\_\_\_\_  
Approved by Resolution #: \_\_\_\_\_



## PROCESS

