



**APPLICATION FOR
SITE DEVELOPMENT PLAN REVIEW**
(Check One)

**RETAIL DEVELOPMENT OF
100,000 SQUARE FEET OR MORE**

ALL OTHER DEVELOPMENT

The procedure for Site Development Plan Review is set forth in Section 2.02.B of Unified Development Code (UDC). Generally, the process involves review by the Community Development Director for site plans of less than 100,000 square feet review by the Community Development Director and the Planning Commission for site plans of 100,000 square feet or more. A site development plan is required for certain applications in conformance with applicable sections of the UDC. This form shall be used for those applications.

Please complete the blanks with the information requested. 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: () _____ - _____		
Agent Name: _____			
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.)			

PROJECT

Project Name: _____	
Project Location: _____	
Type of Project: _____	Value of Project: _____
Square Footage: _____	Number of Dwelling Units: _____
Assessor's Parcel Number: _____	
Description of Project (Please provide as much detail as possible. Attach additional sheets if needed):	



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

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. A legal description and accompanying map exhibit of the property, showing the location and type of boundary evidenced. The legal description shall include the following data:
 - a. Metes and bounds or subdivision description of all property lines; and
 - b. Total area of property;
3. A site plan including:
 - a. Date, north arrow and scale;
 - b. Existing zoning and zoning district boundaries, including zoning of adjacent property;
 - c. A scale of not less than 1" = 20' if the site is less than three (3) acres and 1" = 100' if the site is three (3) acres or more;
 - d. A vicinity map at a scale of not less than one (1) inch equals two thousand (2,000) feet (1" = 2,000 ft.);
 - e. Location of existing and proposed rights-of-way, easements and infrastructure (streets, sewers, water lines, etc.);
 - f. Parcel lines, lot dimensions, setbacks from parcel lines, size, use and location of existing and proposed structures and driveways on the subject property, and existing structures and driveways within 100 feet of the property;
 - g. Intended uses for all structures;
 - h. Topography of the project area with contour intervals of two feet or less tied and referenced to City of Villa Rica datum, unless waived by the Building Official as clearly unnecessary to review the project. The Building Official or City Engineer may require more frequent contour intervals that are not greater than two (2) feet if the subject property is located in or near a floodplain or in flat areas where drainage may be a problem;
 - i. Boundaries of floodplain areas subject to flooding, centerlines of drainage courses, and finished floor elevations of proposed buildings;
 - j. Boundaries of wetlands;
 - k. Percent of impervious coverage by proposed street, pavement and other improvements;
 - l. Height, number of floors and proposed square footage of all buildings, both above and below or partially below the finished grade;
 - m. Traffic and the pedestrian circulation system, including the location and width of all streets, alleys, driveways, entrances to parking areas and parking structures, number of parking spaces, walkways and bicycle paths;
 - n. Off-street parking and loading areas, including dimensions of proposed drives and parking spaces, and structures and landscaping for parking areas; and
 - o. Recreation and open space areas, together with proposed private recreational areas, specifying the proposed improvement of all such areas, and delineating those areas proposed for specific types of recreational facilities;



4. A master sign plan, detailing all proposed signage for the site (see UDC Section 9.08);
5. A plan or statement showing the location and design of all screening measures and indicating the type, building materials and height of such screening;
6. When the development is to be constructed in stages or phases, a final sequence of development schedule showing the order of construction of such stages or phases, and approximate completion date for the construction of each stage or phase;
7. A copy of all covenants, restrictions and conditions pertaining to the use, maintenance and operation of private open space areas;
8. A final statement in tabular form (chart) which sets forth the following data, when such data is applicable to a given development plan:
 - a. Total number of acres in the project;
 - b. Total number of dwelling units;
 - c. Residential density and units per acre;
 - d. Total floor area (in square feet) and floor area ratio;
 - e. Total area in open space;
 - f. Total area in developed recreational open space; and
 - g. Total number of off-street parking spaces, required and provided and total off-street loading spaces, required and provided;
9. A landscape plan, which shall show all existing trees greater than 6 inches in diameter and proposed landscaping in accordance with Article 6 of the UDC;
10. Drainage information sufficient to meet City requirements; and
11. Any other exhibits as may be required by the Community Development Director.

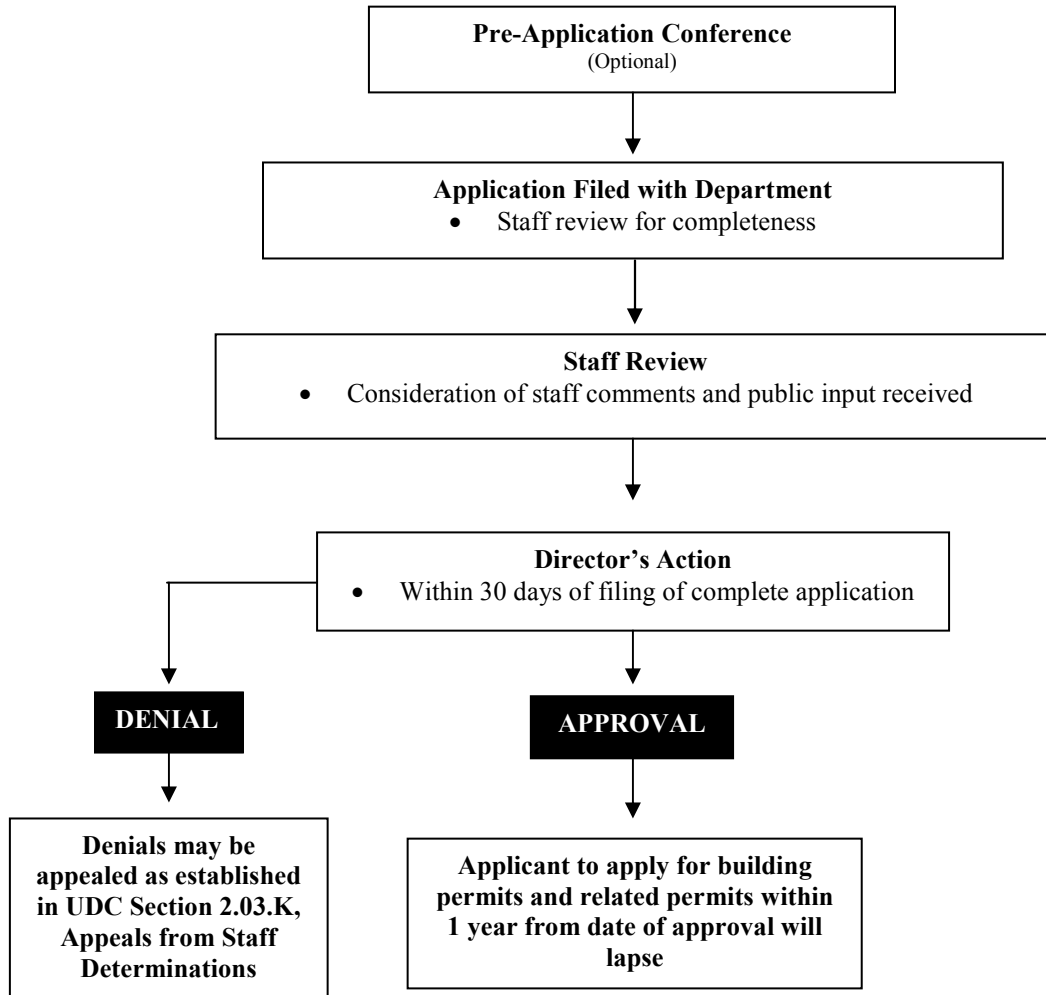
Return Form to:
Planning & Zoning Department
City of Villa Rica
517 West Bankhead Highway
Villa Rica, GA 30180
(678) 785-1004
Fax: (770) 459-7003

For Department Use Only	
Case No:	_____
Filing Fee:	_____
Date Received:	_____
Pre-Application Conf:	_____
Staff Comments/Findings:	_____
Action and Date:	_____



PROCESS

For Site Plans of Less Than 100,000 Square Feet





PROCESS

For Site Plans of 100,000 Square Feet or More

