



**APPLICATION FOR  
ACCESS PERMIT**

The procedure for approving permits for construction within public rights-of-way is set forth in Section 2.02.G of the Unified Development Code (UDC). Generally, the process involves review by the Community Development Manager.

**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.**

**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:** \_\_\_\_\_  
**Legal Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Assessor's Parcel Number:** \_\_\_\_\_  
**Type of Project:** \_\_\_\_\_  
**Description of Project (Please provide as much detail as possible. Attach additional sheets if needed.):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



CASE # \_\_\_\_\_  
ACCESS PERMIT

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 Application:**

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

1. Any exhibits as may be required by the Community Development Manager.

**Return Form to:**  
**Planning & Zoning**  
**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

