



NEWNAN
GEORGIA • CITY OF HOMES

City of Newnan Planning Commission

Agenda for April 9, 2024 Planning Commission Meeting
7:00 PM, Richard A. Bolin Council Chambers, City Hall

1. Call to Order
2. Approval of Minutes
 - a. Approval of March 12, 2024 Meeting Minutes
3. Public Hearings
4. Other Business
 - a. Discussion on concept plan requirements for annexation applications.
5. Adjourn

Any questions prior to the meeting
should be directed to the Planning and Zoning Department.

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**CITY OF NEWNAN
Planning Commission
Meeting Minutes**

March 12, 2024
7:00 p.m.

Commissioners Present: Chris Hunt, Joe Crain, Jr., Robert Coggin, Clay McEntire
Commissioners Absent: Katie Frost, Alton West, Fred Hamlin

Others in Attendance: Tracy Dunnavant, Planning & Zoning Director
Samantha Wood, Administrative Assistant Planning & Zoning
Dean Smith, Senior Planner
Brad Sears, City Attorney

CALL TO ORDER

Chairman Hunt called the meeting to order at 7:00 p.m. in the Richard A. Bolin Council Chambers, City Hall, 25 LaGrange Street.

READING OF MINUTES

Chairman Hunt asked if everyone reviewed the February 13, 2024 meeting minutes. Commissioner Coggin made a motion to approve the minutes as drafted. Commissioner McEntire seconded the motion.

MOTION CARRIED (4-0)

Zoning Ordinance Amendments

Chairman Hunt opened a public hearing on proposed amendments to the Zoning Ordinance.

Dean Smith gave the staff report. He stated the request involves changes to Zoning Ordinance Articles 2, 8 and 13 regarding the sign regulations. Dean Smith added this language is needed to ensure there is still wording to regulate signage, if our sign ordinance is challenged.

Commissioner McEntire asked if this was just a tightening up the wording. Dean Smith stated that basically, if the ordinance were to ever be thrown out, the wording in Article 2 should help keep the City covered. He added that there may be some additional changes in the future.

Brad Sears stated that sign ordinances, in regard to “billboards”, have been set aside and redrafted numerous times. In 2017, a consultant was hired and added language back into the ordinance that the City has tried to avoid. As a result, the City settled with a company that sued both Peachtree City and Newnan over the use of their railroad right-of-ways for the placement of billboards. Sears also stated that there is no guarantee that this will not be set aside if litigation is brought against the city again; however, the risk is that companies will bombard the city with signs if this ordinance is thrown out.

Chairman Hunt asked if there was anyone present to speak in favor or in opposition to the ordinance amendments.

With no one coming forward Chairman Hunt closed the public hearing.

Sears explained that when the ordinance was changed, the City did not want to spend money bringing nonconforming signs into conformity; therefore, language was included that allowed the owner to maintain their signs as long as no changes were made beyond decreasing the size.

Commissioner Crain asked about tying a non-conforming sign to the business license application process. Dean Smith stated that it has been discussed in the past.

Commissioner McEntire made a motion to recommend approval of the Zoning Ordinance amendments as proposed. Commissioner Crain seconded the motion.

MOTION CARRIED (4-0)

PUBLIC COMMENTS

None

OTHER BUSINESS

None

ELECTION OF OFFICERS

Commissioner McEntire made a motion to elect Chris Hunt as the Chairman of the Planning Commission. Commissioner Crain seconded the motion

MOTION CARRIED (4-0)

Commissioner McEntire made a motion to elect Alton West as the Vice Chairman of the Planning Commission. Commissioner Coggin seconded the motion.

MOTION CARRIED (4-0)

ADJOURN

With no further business, the meeting adjourned at 7:26 p.m. on a motion from Commissioner Coggin and seconded by Commissioner Crain.

MOTION CARRIED (4-0)

Chairman



City of Newnan, Georgia - Memorandum

To: Planning Commission

From: Dean Smith, Senior Planner

Date: April 9, 2024

RE: Discussion on concept plan requirements for annexation applications.

One of the items that resulted from the recent Newnan City Council retreat was to have a conversation with the members of the Planning Commission about the possibility of enhancing the City's requirements for concept plans to be included in future annexation applications.

Our policy now is to ask for a concept plan to be a part of any annexation application. Our zoning ordinance defines a concept plan as follows:

"...Concept Plan. A generalized map or site plan presenting an image of proposed development which does not include construction or engineering detail and showing those plan elements as further required by this Ordinance...."

There is some question about what is meant by "...showing those plan elements as further required by this Ordinance..." To what extent and to what level of detail should concept plans have in them is a question that we want to consider and discuss with the Commission.

Our current ordinance further distinguishes between Concept Plans, Project Plans and Sketch Plans.

A Project Plan is defined as, "...A plan, more specific than a concept plan, which shows the full concept of development for a project and showing those plan elements as further required by this Ordinance...."

A Sketch Plan is defined as, "...Similar to a concept plan, a sketch plan is a general rendering of a development plan for a project which does not include construction or engineering detail, and showing those plan elements as further required by this Ordinance...."

The common theme to these definitions is that with all of these types of plans, Concept, Project or Sketch, the prevailing thought was to not have to require an applicant to have to spend a great deal of money upfront on complete construction or engineering plans as would required for a site development plan. Recently, the city did revise its ordinance to

require annexation applicants to provide a preliminary tree management plan which now provide more detail and context to annexation applications than before.

For discussion purposes, I have included some examples of what other jurisdictions require for concept plan submittals. It can get fairly involved, as in the cases of Peachtree City, Atlanta, Fayetteville and Lookout Mountain. But there are other examples where the concept plan elements are listed and defined, as in the examples of Richmond Hill, Chattahoochee Hills, Savannah and Fairburn.

Additionally, I have included some examples of concept plans that have been submitted in past annexation cases for discussion purposes.

Also, for discussion purposes, I would like to suggest some general thoughts:

1. Should the concept plan include proposed building renderings and elevations?
2. Should concept plans show proposed density, average lot sizes, open space areas and proposed amenities?
3. Should concept plans show natural features, topography, wetland delineations, streams and stream buffers, easements?
4. Other thoughts?

CONCEPT PLAN REQUIREMENTS FROM OTHER JURISDICTIONS

Sec. 4-6. - Concept plan.

- A. *Purpose.* The purpose of this section is to ensure a general understanding of the basic design concepts and improvement requirements of subdivisions and land developments through the submittal of a concept plan of all major subdivisions for approval by the city council.
- B. *When required.* All major subdivisions in hamlet (HM) or village (VL) districts shall require the submission of a concept plan to the zoning administrator for review by the planning commission and approval by the city council. Prior to application for preliminary plat approval, the city council must approve the concept plan, if required.
- C. *Concept plan application and specifications.* Concept plan applications shall include the following elements:
1. *Site assessment.* A thorough assessment of site conditions shall be submitted, demonstrating an understanding of the natural, cultural, and historic features that will guide or constrain the design of the subdivision. This should include all existing manmade and natural features including structures; utilities; easements; soils; wetlands, floodplains; habitats for endangered or threatened species; steep slopes; streams and required stream buffers; rock outcroppings; trees; historic, cultural, and archeological resources; and any other sensitive, unique, notable, or constraining features to be retained, moved, or altered.
 2. *Concept plan.* A site map with areas of activity indicated with general boundaries showing proposed use categories and densities. This should include, at a minimum, commercial centers and frontages, major civic sites, terminated vistas, open spaces, entrances, major circulation thoroughfares including their typologies, walking distances from centers, and any special districts or special conditions.
 3. *Statements.* Statements of proposed uses, proposed densities, and proposed water supply and sewage disposal.
- D. *Procedures.* Upon receipt of a completed concept plan application, the zoning administrator shall forward all pertinent materials in the application to the planning commission for review and schedule the application for a public meeting before the planning commission. An application for concept plan approval must be submitted in accordance with the filing deadlines established by the city's community development department. The planning commission shall have 40 days from the date the public meeting is held to recommend that the city council approve, conditionally approve, or deny the concept plan application. The city council shall then consider the application at its next regularly scheduled meeting. The city council shall approve, conditionally approve, or deny the concept plan application. The basis of the planning commission's review and the city council's action on a concept plan shall be whether the concept plan is consistent with the purposes and requirements of this UDC and all other ordinances that relate to the proposed development, as well as the comprehensive plan and other plans adopted by the city. When an

application to amend the official zoning map includes a site plan and other materials that meet the requirements for a concept plan, the site plan may be approved as the concept plan in the rezoning action.

- E. *Approval is conditional.* The concept plan shall be conditioned upon approval of a preliminary plat, and shall not make permissible any of the uses, densities, or intensities as proposed until a preliminary plat application is submitted and approved for all or a portion of the area covered by the concept plan.
- F. *Disposition.* Approval of a concept plan shall be valid for a period of one year, during which time a preliminary plat application must be submitted. If a preliminary plat application is not submitted during that time, concept plan approval shall expire and be null and void.
- G. *Amendments to approved concept plans.* The zoning administrator is authorized to approve minor amendments to concept plans. Any proposed amendment to a concept plan that is determined by the zoning administrator to constitute a public interest shall be deemed a major amendment. For all amendments to concept plans determined to be major amendments, city council approval shall be required. The city council shall approve, conditionally approve, or deny the proposed major amendment to a concept plan. Procedures for considering a major amendment to a concept plan shall be the same as required for an initial application for concept plan approval.

(Ord. No. 21-10-228, § 1, 10-5-2021; Ord. No. 23-02-254, § 4, 2-7-2023)



CONCEPT REVIEW COMMITTEE APPLICATION

Date:			
Site Address:		☐ NE ☐ NW ☐ SE ☐ SW	

Applicant Information:			
Applicant Name:			
Company Name:			
Applicant Phone:			
Applicant Email:		Phone:	

Request Information:			
Project status:	☐ Subdivision ☐ Re-zoning from: _____ to: _____ ☐ Other		
Brief scope of work description:			
Do you anticipate impact to or removal of healthy trees with proposed concept?	☐ Yes ☐ No ☐ Potential		
Do you anticipate seeking an authorized encroachment into a stream buffer?	☐ Yes ☐ No ☐ Potential		

APPLICATION PROCESS

1. Submit requests online: https://aca3.accela.com/ATLANTA_GA/Default.aspx
Instructions available here: <https://www.atlantaga.gov/home/showpublisheddocument/48007/637347350749770000>

Checklist for CRC submittal requirements:

- Completed application
 - Conceptual plans to include:
 - Scaled site survey noting existing topographic conditions
 - Tree survey showing species, DBH (diameter at breast height) and identifying all dead, dying or hazardous trees
 - Proposed concept noting building footprint, roadway/site access, grading, stormwater management plan, etc. Provide as much detail as possible to aid the conversation.
2. Upon submittal, you will be contacted by the coordinator to discuss scheduling and next steps.

Note:

- If the plans submitted to the CRC are significantly altered prior to submittal with subsequent reviews, the comments received from CRC will not apply.
- The CRC log supplied by the City must be included in subsequent applications for land entitlements - Re-zonings, Urban Design Commission (as applicable), Subdivision, Special Admin Permit, Land Disturbance, and Building Permit (as applicable).

PART I. MAJOR DEVELOPMENT PROJECTS: PLAN REVIEW AND APPROVAL PROCEDURES

Overview: The purpose of these procedures is to clarify requirements and process by which major development projects are reviewed and approved by the City of Lookout Mountain, Georgia. Construction, development, zoning, environmental and other requirements are set forth in the ordinances of the City of Lookout Mountain and applicable state laws and regulations, all of which are binding on property owners, contractors and developers. *Major development is defined as projects that are subject to the Soil Erosion Sedimentation and Pollution Control Ordinance (land disturbance within 200 feet of a state water or greater than one acre) or Post Development Stormwater Management Ordinances (greater than or equal to 5000 square feet impervious surface or identified as an area of concern due to downstream flooding) and require a Building Permit.* These procedures may be modified at any time to ensure compliance with current local regulations and community goals.

CONCEPT PLANNING AND ZONING

- Step 1. Meeting with City Manager or his designee** – The Applicant will meet with the City Manager or his designee to officially notify the City of his/her intentions to modify a specific property within the City limits and obtain guidance on development procedures and requirements.
- Step 2. Concept Plan** – The complexity of the project determines the level of detail required in the concept plan to be submitted for review. In general, a concept plan should illustrate the layout of the project, adjacent land uses, current zoning, location of nearby streams, steep slopes, etc. as appropriate. Building plans should include items identified in the notes section on the last page of this document. The City Manager or his designee will meet with the applicant to review the Concept Plan and identify any potential environmental, engineering and/or zoning issues of concern that should be addressed to ensure project success. A site visit may be included in this meeting to better illustrate the proposed project. If the City Manager determines that the proposed project does not have sewer or water capacity, additional engineering measures may need to be considered. Based on the complexity of the project, the City Manager or his designee, review of the architectural drawings and associated plumbing and electrical plans may also be completed at this time or more likely later after approval of the site development plan. **If the project requires rezoning, approval cannot be given until the rezoning is obtained.** Requests to rezone property require detailed review by the City of Lookout Mountain's Municipal Planning Commission which may hold a public hearing and which makes a report and recommendation to the City Council. The City Council must then hold a public hearing on any rezoning request. If the request is approved by the City Council, the rezoning is effected by the adoption of a City ordinance after two readings. Variances from certain zoning requirements may be requested only under very limited circumstances described in Step 4. *This step requires submittal of a concept plan and payment of concept plan review fees.*
- Step 3. Planning Commission Review and Approval** – The applicant will prepare and submit a minimum of two copies of the Concept Plan to the City for use by the Municipal Planning Commission. If there are no identified issues of concern, architectural drawings that include items listed in the notes section of this guidance may also be submitted at this time. Materials should be submitted at least 7 days prior to the scheduled meeting to allow time for plan review by Commission Members and public notification. All application fees and property taxes must be paid prior to scheduling on the Planning Commission meeting calendar. The applicant will present the Concept Plan to the Planning Commission which will evaluate the project including but not limited to: dimensions; setbacks, topography, the natural features

of the site; proper erosion and sediment control provisions; and a determination of the proposed use in accordance with local laws and regulations (including zoning). The Planning Commission will vote for approval/denial (with or without conditions), and results will be noted in meeting minutes. Minor plans that are determined not to meet City requirements may be modified and resubmitted. *The applicant must submit a minimum of two copies of the Concept Plan and pay the appropriate fees. All approvals or denials shall be documented in the minutes of the Planning Commission meeting.*

Step 4. Appeal to Board of Zoning Appeals (if needed) - Under limited circumstances described in the City of Lookout Mountain's Ordinance No. 116, the applicant may appeal the decision of the Planning Commission to the City of Lookout Mountain's Board of Zoning Appeals. In general, such appeals are only permitted in individual cases of unnecessary hardship when (a) there are extraordinary and exceptional conditions pertaining to the particular piece of property because of its size, shape or topography; (b) the application of the zoning ordinance to particular piece of property would create an unnecessary hardship; (c) such conditions are peculiar to the particular piece of property involved; and (d) relief if granted would not cause substantial detriment to the public good or impair the purposes and intent of the zoning ordinance. Appeals to the Board of Zoning Appeals are also permitted if there is an alleged error in the Planning Commission's interpretation or enforcement of the zoning ordinance and in other limited cases where the Board of Zoning Appeals is required to make determinations under the zoning ordinance. **Variances may not be granted for uses which are prohibited by the zoning ordinance.**

The Concept Plan should be submitted at least 7 days prior to the scheduled meeting of the Board of Zoning Appeals to allow time for plan review and for public notification. All application fees and property taxes must be paid prior to scheduling on the meeting calendar. The applicant will present the Concept Plan to the Board of Zoning Appeals for consideration and must demonstrate that special circumstances justifying a variance exist. Any variances granted shall not establish a precedent for any future case. Applicants are encouraged to seek support from neighbors for variance requests. Letters written by adjacent property may be considered by the Board of Zoning Appeals but are not determinative. Variances may only be granted if the applicant demonstrates that the conditions and requirements set forth in Ordinance No. 116 exist and have been satisfied. *Applicant to submit minimum of two copies of the Concept Plan and pay appropriate fees. All approvals or denials shall be made in writing, stating the specific reasons therefore.*

Step 5. Site Development/Construction Plan Submittal – After approval of the Concept Plan by the Planning Commission, the applicant will prepare and submit up to six (6) copies of detailed construction plans, hydrology studies (2 copies only), architectural drawings, etc., and pay appropriate fees to the City. Incomplete applications or completed applications without full payment of application fees and property taxes will not be accepted for processing. The City Manager or his designee and City Engineer, Building Official, and Chief of Fire and Police will evaluate the site development/construction plans and hydrology report to determine if the project is in accordance with local laws and regulations. All resulting approvals or denials shall be made in writing, stating the specific reasons therefor. The City's approval in no way affects the authority of external agencies to issue their own permits for any aspect of the land development process which are within their respective jurisdiction. Final plans that are determined not to meet City requirements may be modified and resubmitted. *Applicant to submit up to six (6) copies of site development/construction plans and pay appropriate plan review fees.*

Step 6. External Construction Plan Review – Once preliminary approval of the plans is obtained from the City Manager, the applicant shall send additional plans to appropriate agencies such as the: Georgia

Environmental Protection Division; Georgia Department of Transportation (GDOT), and/or Walker County Board of Health (as appropriate) for review. External review should not be initiated without approval by the City to avoid resubmittal of plans to external agencies due to non-approval by the City of Lookout Mountain. The City's approval in no way affects the authority of external agencies to issue their own permits for any aspect of the land development process within their respective jurisdiction. *City Manager to send email or letter to applicant approving initiation of external review of development plans with a copy of the email or letter in the project file.*

- Step 7. Final Major Construction Plan Approval/Denial** – If the City Manager or his designee is satisfied that the final construction plans meet all jurisdictional requirements, then the applicant will present the project to the Planning Commission for final consideration. If approved, the City Manager or his designee will issue a Conditional Land Disturbance Permit Letter to the applicant listing any remaining construction requirements such as: submittal of a signed stormwater facility maintenance agreement; erosion and sediment control bond; and final fees. If final construction plans are denied, the applicant can appeal the decision to the City Council. All approvals or denials shall be made in writing, stating the specific reasons therefor. *If approved, the City issues a conditional land disturbance approval letter listing all items to be submitted prior to issuance of land disturbance permit.*
- Step 8. Issue Conditional Project Approval Letter** – Once the Planning Commission approves the Concept Plan/Construction Drawings, the City Manager or his designee will issue the Conditional Project Approval Letter that lists all requirements with respect to demolition, stormwater best management practices, building inspections, permits, fees, and any other requirements related to the project. If the project involves land disturbance, a Preconstruction Meeting will be held at which a Land Disturbance Permit may be issued giving the applicant approval to begin work. If the project includes construction of a structure(s), all building fees must be paid prior to issuance of a building permit. *City issues a Conditional Project Approval Letter and then a Land Disturbance Permit and Building Permit after payment of applicable fees, as appropriate.*

PART II. MAJOR DEVELOPMENT PROJECTS: CONSTRUCTION SITE INSPECTION AND APPROVAL PROCEDURES

Please refer to the Construction Site Plan Review and Approval Process flowchart for a schematic of the following process.

LAND DISTURBANCE/BUILDING ACTIVITIES

- Step 9. Site Development/Building Construction** – The applicant is required to install and maintain all erosion and sediment control best management practices (BMPs) prior to and during all phases of construction. The applicant is encouraged to develop the site in phases in order to minimize exposure of soils and potential sediment runoff during rain events. The City Manager or his designee will conduct regular inspections at the site throughout project. If the City Manager or his designee observes poor installation, inadequate maintenance, mud in the road or stream, and/or if the erosion and sediment plan is not being followed, the City will issue a Notice to Comply, Notice of Violation, Stop Work Order and/or refer the problem to the Environmental Protection Division (EPD), as appropriate. *City will document all site inspections and results using approved form and photograph problem issues.*

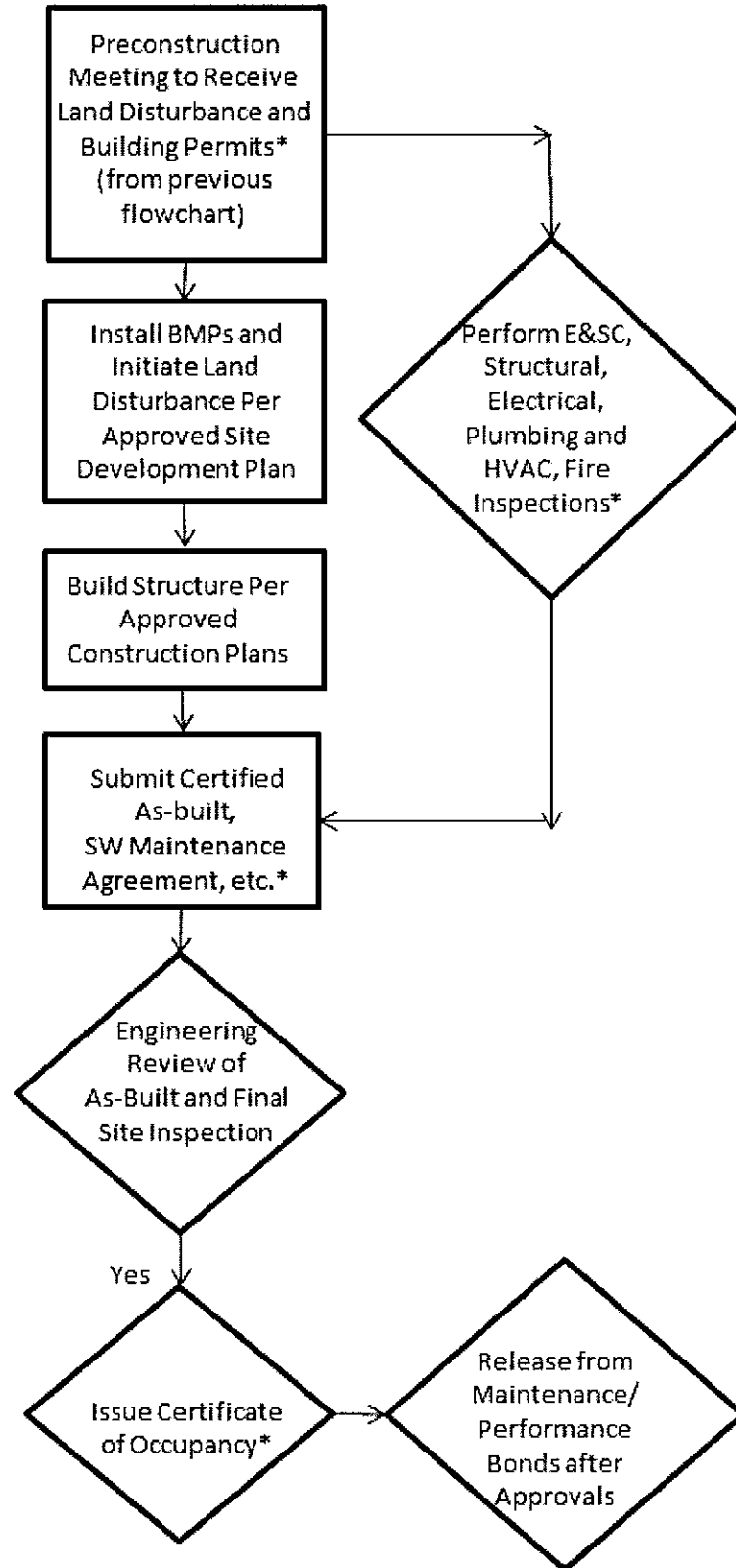
- Step 10. Building Inspections** – After the building permit is issued, the City Manager or his designee will conduct regular inspections during all phases of the project to ensure compliance with the latest edition of the Building Codes and other local, state and federal laws. Required inspections include, but are not limited to: temporary electrical power; footing; dry-in; electrical; plumbing; HVAC; insulation; and final inspection. *City will document all building inspections and results.*
- Step 11. “As Built” Plan Review and Final Inspection** – Up to three copies of the as-built plan (in hard copy, pdf and AutoCAD format) prepared and certified by a registered land surveyor or professional engineer shall be submitted to the City at the time final inspections are conducted. The as-built plans will be reviewed by the City Manager, City Engineer, and/or Building Official, as appropriate. Maintenance agreements for all stormwater management facilities (SWMF) must be signed by both the developer and City and recorded at the Office of the Walker County Superior Court Clerk. The acceptance of as-built plan and recorded maintenance agreements shall be a prerequisite to final construction acceptance, erosion bond release, and the issuance of a final Certificate of Occupancy. All approvals or denials shall be made in writing, stating the specific reasons therefor. *Applicant to submit digital as-built, signed and recorded maintenance agreement and pay appropriate fees.*
- Step 12. Site/Subdivision Performance Bond** – The applicant is responsible for ensuring that all infrastructure (e.g., stormwater detention ponds, streets, etc.) is functioning effectively for a period of two years from the date at which the site/subdivision is registered at the Office of the Walker County Superior Court Clerk. *Applicant to submit completed Performance Bond Application and Fee (only applicable to subdivisions)*

Step 13. Obtain Occupancy Permit – A Certificate of Occupancy will be issued by the City Manager or his designee after all final site and building inspections have been completed, approval of the as-builts have been issued, as well as performance bonds submitted and all fees have been paid. A performance bond, supported by an acceptable form of guarantee, shall be required on all projects that require public infrastructure including, but not limited to, streets, sidewalks, water, sewer, drainage facilities and improvements, parks and open space, and any other improvements that become the property of the City of Lookout Mountain for future maintenance purposes.

Step 14. Release from Maintenance/Performance Bonds – The Erosion and Sediment Control Maintenance Bond will be released after final stabilization of the site and submittal of NPDES Permit Notice of Termination (NOT) and approval by the City Manager or his designee. At approximately 22 months, the City Manager or his designee will conduct a final inspection of the subdivision to make sure the infrastructure is meeting all local and state regulations. If so, the applicant will be released from the Performance Bond or other form of security by written notice from the City Manager or his designee in consultation with the City Attorney. *The City to issue a letter releasing the ESC Bond after site stabilization and submittal of NOT, and a second letter releasing the Performance Bond after approval of 24-month infrastructure inspection.*

MAJOR DEVELOPMENT SITE INSPECTION AND APPROVAL FLOW CHART

* PAYMENT OF FEES REQUIRED



Version: 4/10/15

ADDITIONAL NOTES ON MAJOR DEVELOPMENT/CONSTRUCTION PROJECTS

Land Development Permit Requirements

- a. All federal, state permit requirements must be met and are the responsibility of the developer/builder/property owner and not the City of Lookout Mountain).
- b. An NPDES Soil Erosion-, Sedimentation and Pollution Control Permit is required for any subdivision or commercial project located within 200 feet of a state waters or a project with one acre or more land disturbance. A local Land Disturbance Permit is required for any project disturbing greater than 400 square feet.
- c. Post Development Stormwater Management Plan approval for projects resulting in greater than or equal to 5000 square feet impervious surface or identified as an area of concern due to downstream flooding.
- d. Stream buffers may not be disturbed within 25 feet of state waters (perennial and intermittent streams) unless a variance is issued by GA EPD and the City of Lookout Mountain.
- e. An Erosion and Sedimentation Control Maintenance Bond, Performance Bond and/or Stormwater Control Structure Maintenance Agreement may be required depending upon the specifics of the project.

All development/construction projects regardless of size must ensure that no pollutants and/or trash enters the City's storm sewer system, roads or nearby streams.

Concept Plan Requirements

- a. The Property Owner shall provide a minimum of two sets of all of the following information: Owner's name, address and phone number; address of the proposed project; General Contractor's name, address, phone number, Georgia Contractor's license number and expiration number; and proof of insurance coverage by the Contractor for this specific project.
- b. Unless required by law, it is not necessary for drawings to be provided by a registered Architect. However, the drawings must be to scale, clearly legible, and complete enough for the Building Official and the Planning Commission members to make an educated assessment of compliance with Zoning and Building Code regulations.
- c. Unclear or incomplete drawings will not be accepted. The Property Owner will be required to resubmit drawings that meet acceptable standards.
- d. At the very minimum a site plan, floor plans, exterior elevations, a foundation and framing plans for each level, a roof plan, and a clear description of exterior materials to be used must be submitted as follows.
- e. A site plan showing the location of the proposed project in reference to all property lines and indicating compliance with City Building Setback requirements. All existing and new structures and fences shall be shown and located by dimension in reference to existing property lines. This drawing may be a plat from the Owner's deed documents, with notes as needed to clearly and convincingly show compliance with setback requirements. In cases where the Owner is proposing a structure that is very close to or in violation of required setbacks, a boundary survey by a registered Surveyor should be provided.
- f. Floor plans of each level showing new and existing work, dimensions, and notes needed to clearly describe the scope of the work to be performed, the materials used, and the appearance of finishes.

- g. Exterior Elevations showing existing and new work. Indicate materials to be used.
- h. A Foundation Plan showing location of all footings around and within the structure. In most cases it must be prepared by a Registered Structural Engineer, especially in cases where retaining walls are required due to site conditions. (Please contact the Building Official for verification).
- i. Typical Wall Sections showing materials, structural members, heights, etc. as needed to describe the work being performed.
- j. Where plans are purchased through a Plan Service or Magazine or other generic source are used to construct a structure, the Property Owner is required to provide "Site Specific" information, including a Site Plan, Engineered Specific Foundation Plan, and other documents that may be necessary to show to adaptability of the stock plan to the specific location. Absence of such information will require rejection by the Building Official.
- k. One set of this information shall be returned to the Owner for his records, and one set retained by the Building Official for the City's records.

Building Setback Requirements

- a. No structure may be located closer to the property line than indicated below. In many cases lots are large enough that there is no real concern with building over the setback line. In these cases, it is not necessary for the Owner to provide a survey of the property, or stake the corners for verification. However, in those cases where the new work may encroach, the Owner shall, at the Building Official's discretion, provide proof that the setback lines are not violated.
- b. The total amount of impervious surfaces on a given property shall not exceed 25% of the property area.
- c. Accessory buildings. Pools, storage buildings and any other structures (as defined in the Zoning Ordinance), shall not encroach over the building setback lines.
- d. Building setback lines shall be as follows (proof may be required):
 - Front Setback: 30 feet.
 - Rear Setback: 25 feet.
 - Side Setbacks: 15 feet.
 - Corner lot Front Setbacks: 35 feet on each street.
 - Through Lots: 35 feet at each end facing a street.

Fence Requirements

- a. All proposed fences require a Building Permit, regardless of location on the property, type, or size.
- b. Property Owners are encouraged to seek support from neighbors for proposed fences. Letters written by adjacent property owners in support of or in opposition to proposed fences are given significant consideration by the Planning Commission but are not determinative.
- c. Property Owners are required to obtain a copy of the City's fence ordinance prior to submittal of documents for approval.
- d. Property Owners must prove that the proposed fence does not pose a public nuisance by blocking sight lines to oncoming traffic, etc.
- e. All swimming pools shall be enclosed with a fence that is a minimum of four feet tall with an automatic latch. There are other specifics to pool fences that must be met. Regulations are available on the City's web site or at City Hall.

B. Approval Authority.

1. The planning commission and, where applicable, the architectural review board shall have review and advisory authority for the concept plan.
2. The city council shall have final approval authority for the zoning change and the concept plan.

C. Concept Plan.

1. Application requirements.

- a. A complete application shall be filed on a form provided by the planning director, along with the application fee, a concept plan meeting all requirements of Section 9.5 C.2 and any development conditions proposed by the applicant. Incomplete applications or concept plans shall be returned to the applicant without further processing.
- b. Unless specifically modified by development conditions accepted by the city council, a mixed use development shall comply with all regulations in effect at the time of rezoning approval.
- c. The mix of uses shall be limited to those specified in [Table 9-2](#) for the respective mixed use district.

2. **Concept plan requirements.** At minimum, the concept plan shall contain the following information in schematic form, unless specifically waived by the planning director:

- a. A title, giving the names of the developers and property owners, the date, scale, and the person or firm preparing the plan.
- b. A vicinity map and north arrow.
- c. The location and size of the area involved.
- d. The current zoning of the subject property and surrounding properties.
- e. The landowners and general land use of adjoining properties.
- f. Location of proposed uses assigned to sub-areas.
- g. A tabulation of total dwelling units and overall densities and the gross floor area to be devoted to non-residential uses and activities.
- h. General location of existing steep slopes, flood zones, wetlands and other riparian areas, protected trees, and other significant environmental features.
- i. General layout of transportation routes including streets and major pedestrian ways.
- j. The location of existing infrastructure (examples may include: roadways, sidewalks, and proximity of nearest water and/or sewer mains).
- k. Conceptual location for any proposed public uses including schools, parks, fire and medical emergency services, etc.
- l. General areas to be designated for common open space.
- m. A traffic impact analysis shall be required and shall meet all requirements of [Section 14.6](#).
- n. A phasing plan, if applicable.



CODE OF ORDINANCES SAVANNAH, GEORGIA

DIVISION II

PART 8- PLANNING AND REGULATION OF DEVELOPMENT^[1]

CHAPTER 2. - SUBDIVISION REGULATIONS^[5]

ARTICLE H. - ADMINISTRATION^[6]

Sec. 8-2042. - Concept plan.

Previous to the filing of an application for approval of construction plans, a concept plan may be submitted to the MPC for review. When submitted, a concept plan shall show in simple sketch form the proposed layout of streets, roads, lots and other features in relation to existing conditions. Except for large subdivisions (as determined by staff) which shall be a scaled drawing, the concept plan may be a freehand pencil sketch made directly on white bond paper. Concept plans shall include the following information:

- a. The boundary lines of the property being subdivided;
- b. Watercourses and marshes found on the tract of land to be subdivided and the limits of habitable area;
- c. The location, name and right-of-way width of any existing streets on the land to be subdivided, or on land adjacent to the tract of land being subdivided;
- d. The location of all improvements on the site to be subdivided.

(Ord. of 7-21-2005, § 1)

Conceptual Site Plan Checklist

- ☐ An accurate, up-to-date and certified survey of the property on which the project is to be built.
- ☐ A vicinity map showing the property in relation to the general area of the City in which it is located.
- ☐ The name of the proposed project.
- ☐ Name, address, phone number, and fax number of the owner, the developer and the designer who prepared the plan.
- ☐ Graphic scale, north arrow, and date of preparation.
- ☐ Zoning of the property with required setbacks shown.
- ☐ Zoning, use, and ownership of all adjoining property.
- ☐ Total area of the site and the area of the site proposed to be devoted to impervious surfaces.
- ☐ Approximate topography of the site.
- ☐ Significant natural features on and adjacent to the site, including the 100 year flood-plain, if appropriate.
- ☐ Existing man-made features on the site.
- ☐ Proposed site layout including buildings, drives, parking, walkways, landscaped areas, buffer easements, utilities and any other features necessary to properly present the concept.
- ☐ Proposed off-site improvements which may be necessary to properly develop site.
- ☐ Architectural elevations to show the intended architectural character of the proposed building and the nature of the materials to be used.
- ☐ If the site plan is for an addition to or change in an existing site plan, the drawings must clearly show the changes that are being proposed.
- ☐ Provide vehicular use area landscaping requirements

CITY OF FAIRBURN

Planning & Zoning Department

Site Plan Review- Submittal Form

Submittal Date: _____

Deadline: _____
(Minimum 5 weeks prior to P & Z Commission meeting)

PROJECT INFORMATION

Project Name: _____

Address/Location of Project: _____

Access to Property: _____

Tax Parcel ID #: _____ Size of Project: _____

Zoning: _____ No. of Lots (if applicable): _____

Zoning & Use of Adjacent Properties: _____

Narrative/ Description for use of property/project (attach additional pages as necessary to provide greater detail):

CONTACT INFORMATION

Company Name: _____

Contact Person: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email Address: _____

UTILITY SERVICE PROVIDERS

Water: _____

Sewer: _____

Electric: _____

Gas: _____

Cable: _____

Other: _____

<u>Sketch Plan</u>	<u>Conceptual Site Plan</u>	<u>Construction Plans w/Hydro</u>	<u>Landscape Plan</u>
☐ 1st Submittal- No Fee Submit to P & Z for review	☐ 1st Submittal \$150 + \$20/acre ☐ Resubmittal*	☐ 1st Submittal \$500 + \$20/ acre ☐ Resubmittal*	☐ 1st Submittal \$300 + \$20/acre ☐ Resubmittal*
If necessary, 2 extra copies (If legible, .pdf file is acceptable). Staff routes to: ____ Comm. Dev. Director ____ Planning & Zoning	7 Copies- Staff Routes to: ____ Building/Prop. Manager ____ Comm. Dev. Director ____ Engineer ____ Fire Marshal ____ Landscape Architect ____ Planning & Zoning ____ Water & Sewer	7 Copies- Staff Routes to: ____ Building / Prop. Manager ____ Comm. Dev. Director ____ Engineer ____ Fire Marshal ____ Landscape Architect ____ Planning & Zoning ____ Water & Sewer	2 Copies- Staff Routes to: ____ Comm. Dev. Director ____ Landscape Architect

Resubmittals- Each subsequent resubmittal will incur a fee of \$100.

CITY OF FAYETTEVILLE
CONCEPTUAL PLAN SUBMITTAL CHECKLIST

COMPLETED APPLICATION AND AUTHORIZATION FORM

- ☐ The application and property owners' authorizations form must be completed and submitted to electronically via email to PlanningDesk@fayetteville-ga.gov. If files are too large to send directly via email, we recommend using the file sharing sites Hightail or Dropbox to safely and securely share you

APPLICATION FEES

- ☐ The application fee is \$500.00, each resubmittal is \$250, the application fees must be paid at time of submittal

PROJECT NARRATIVE

- ☐ A written narrative explaining the existing site conditions and the proposed development.

UTILITY AVAILABILITY LETTERS

- ☐ Letter of capability & commitment to serve water
- ☐ Letter of capability & commitment to serve sewer

CONCEPTUAL SITE PLAN

- ☐ Scaled Drawing with North Arrow
- ☐ Vicinity map showing project location and date
- ☐ Name, registration and contact information for the owner and responsible professional.
- ☐ General location of existing Floodplain (if applicable)
- ☐ Topographic information (GIS, field run, or LIDAR is acceptable).
- ☐ Building locations and square footage, including the approximate location of all proposed or existing lots.
- ☐ Access to existing roads, circulation routes, sidewalks, parking spaces layout, roadway alignment, and dimensions. This should include the approximate location and widths of proposed streets.
- ☐ Clearly define building setbacks, areas for all lots, buffers (note as either undisturbed or enhanced), open space areas landscaped areas, impervious surface calculations (if required), and location of amenities (if required)
- ☐ General location of Storm Water Management areas (if required)
- ☐ Locations of wetlands and streams as delineated by an environmental scientist (if applicable)
- ☐ Details about the fire protection plan
 - Provide adequate and defined fire department access
 - Provide adequate water supply/hydrants
 - Indicate whether the building is to be sprinkled or proposed FDC location
- ☐ Proposed tree protection areas, including any required buffers (if required)
- ☐ Location of property by land lot and district, graphic scale, approximate total acreage, north arrow, and date.

BOUNDARY SURVEY

- ☐ Boundary Survey completed and signed by a Registered Land Surveyor in the State of Georgia
- ☐ Completed within five (5) years of submittal date
- ☐ Property lines of adjoining tracts of land, including property owner and zoning
- ☐ Approximate location of property lines, existing and proposed easements, burial grounds, railroad rights-of-way, watercourses and associated buffers (wetland, State Waters, MNGWPD, and Watershed Protection), existing wooded areas, and location, width and names of all existing or platted streets or other public ways within or immediately adjacent to the tract to be subdivided.
- ☐ Delineate current FEMA Floodplain elevation and City Future Conditions Floodplain (if applicable)
- ☐ Tree Survey (if applicable)

BUILDING ELEVATIONS

- ☐ Full color representative examples of proposed buildings
- ☐ Detail all four (4) sides of proposed buildings (photos are acceptable)
- ☐ Building elevations can be hand sketched, but must be drawn to scale
- ☐ Building Elevations should include information such as primary building material, secondary building materials (including percentages of coverage), colors, textures, architecture, roof type, and any other aesthetic components
- ☐ Include details on the proposed number of stories and floors

SUPPLEMENTAL INFORMATION

- ☐ Please include any additional information which may support your application (for example: floor plan, letters of support, studies...)

CITY OF FAYETTEVILLE
ELECTRONIC SUBMISSIONS GUIDE

For electronic submissions, our preferred file naming convention plan is provided below

FORMS

FORM NAME_PROJECT NAME	EXAMPLE
Conceptual Application and Authorization Form _Project Name	Concept Application_ City Hall Project
Rezoning Application and Authorization Form _Project Name	Rezoning Application_ City Hall Project
Narrative _Project Name	Narrative_ City Hall Project
Preliminary Plat _Project Name	Preliminary Plat_ City Hall Project
Final Plat _Project Name	Final Plat_ City Hall Project

If the project does not have a name, please use the physical address: Ex. Final Plat_240 South Glynn

PLANS

(PROJECT NAME) - FORM NAME	EXAMPLE
Conceptual Plan _Project Name	Concept Site Plan_ City Hall Project
Property Survey _Project Name	Boundary Survey_ City Hall Project
Development Plan _Project Name	Development Plans_ City Hall Project
Stormwater Management Report / Hydrology Study _Project Name	Stormwater Management Study_ City Hall Project
Other studies/reports _Project Name	Traffic Study_ City Hall Project

Additional Notes:

The development plans which include the engineering plans, landscape plans, property survey, demolition plans and building elevations, should be combined into a single PDF file called "Development Plans".

Resubmittal

For each resubmittal, put the number of the submittal at the end of every document that corresponds to that submittal.

Ex: Second submittal = Development Plans_City Hall Project_2nd Sub

CITY OF FAYETTEVILLE
PART 1: CONCEPTUAL SITE PLAN AUTHORIZATION

Project Name			
Project Address			
PROPERTY OWNER INFORMATION			
Applicants Name			
Applicants Mailing Address			
Applicants Telephone			
Email			
PROPERTY OWNERS AUTHORIZATION			
Property Owners Name			
_____ (sign name) I affirm that I am the owner of the tract or parcels of land identified above and I will serve as the primary contact for this application OR I hereby designate _____ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application. If this relationship changes at any time prior to the completion of this project, it is my sole responsibility to notify the City of Fayetteville Community Development Department of said change in writing.			
ALL APPLICABLE ITEMS ARE DUE AT THE TIME OF SUBMISSION			
ITEM#	REQUIRED NUMBER		CHECK
1	Conceptual Site Plan Authorization and Application		☐
2	Review Fees (Application Fee is \$500.00, each resubmittal is \$250)		☐
3	Project Narrative		☐
4	Boundary Survey		☐
5	Site Plan		☐
6	Building Elevations		☐
7	Water and Sewer Utility letters		☐

Digital Submittal (in order for an application to be deemed complete a digital copy of the site plan and survey must also be submitted via USB, CD, or email to PlanningDesk@fayetteville-ga.gov)

INTERNAL USE			
AMOUNT RECEIVED :		DATE PAID :	
DATE COMPLETED		P&Z MEETING DATE:	
APPLICATION WAS RECEIVED :			

CITY OF FAYETTEVILLE
PART 2: CONCEPTUAL SITE PLAN APPLICATION

SITE INFORMATION				
Project Name				
Project Address		Parcel ID		
Zoning District		Property Size		
			Sq. ft.	Acres
PROJECT INFORMATION				
Disturbed Area:			Is the project located in the Main Street District?	___ Yes ___ No
	Sq. ft.	Acres		
Number of Existing Lots/Parcels:			Number of Proposed Lots/Parcels	
If the project is for multifamily development, what is the estimated number of units?			Is this a phased development?	___ Yes ___ No If yes, how many phases? ___
Are there existing deed restrictions or easements?	___ Yes ___ No		Are utilities available on site:	___ Yes ___ No
Does the proposed use consist of a restaurant facility?	___ Yes ___ No		Will the project include a fire sprinkler system/ or fire walls?	___ Yes ___ No
If so, do you plan to serve alcohol?	___ Yes ___ No, If you plan to serve alcohol, what is the distance from the nearest: ___ Church ___ School ___ Residence (Review the Fayetteville code of ordinances for details on the measuring the distance)			
Existing Land Use: check all that apply	___ Residential ___ Commercial ___ Mixed Use ___ Public/Institutional ___ Industrial ___ Vacant/Undeveloped ___ Agricultural/Parks/Conservation			
Proposed Land Use : check all that apply	___ Residential ___ Commercial ___ Mixed Use ___ Public/Institutional ___ Industrial ___ Vacant/Undeveloped ___ Agricultural/Parks/Conservation			
PROJECT TEAM (IF KNOWN OR RETAINED)				
PRIMARY CONTACT				
Name		Company	Phone	
Address		Email		
PROPERTY OWNER (IF DIFFERENT)				
Name		Company	Phone	
Address		Email		
ENGINEER				
Name		Company	Phone	
Address		Email		
ARCHITECT				
Name		Company	Phone	
Address		Email		
SIGNATURE				

With the signing and submittal of this application, the property owner or authorized representative petitions the City of Fayetteville Planning and Zoning Commission to consider the proposed conceptual site development plans at the above listed property address. By signing below, I hereby certify that the above listed information and the accompanying materials as requested are accurate.

Applicant Signature: _____ **Date** _____



CONCEPTUAL SITE PLAN APPLICATION

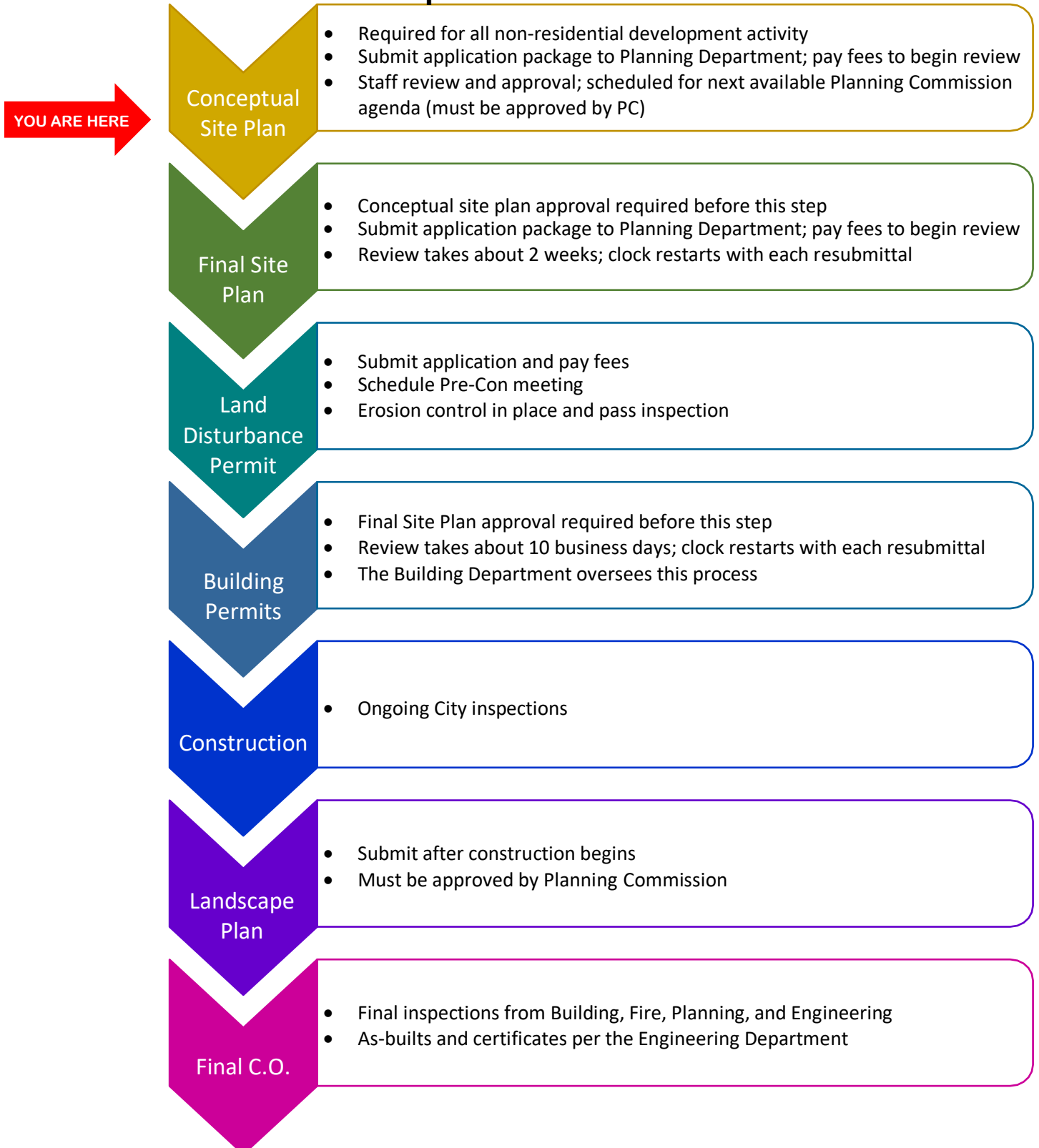


Planning & Zoning
153 Willowbend Road
Peachtree City, Georgia 30269

Engineering
209 McIntosh Trail
Peachtree City, Georgia 30269



Development Process





CONCEPTUAL SITE PLAN APPLICATION

153 Willowbend Rd, Peachtree City, GA 30269
770-487-5731
WWW.PEACHTREE-CITY.ORG

Fee: \$300+\$10\acre

Receipt # _____

Date Filed ____ / ____ / ____

Plan Review# _____

Office Use Only

Name of Proposed Project: _____

PRE-SUBMITTAL/DESIGN REQUIREMENTS:

The following items are intended to help guide the design professional in the design and plan preparation process prior to the official submittal to the City.

		YES	NO
A	Engineering website: Government > Engineering> Development Standards Use the Commercial Concept Plan Checklist	☐	☐
B	Planning & Zoning website: Government > Planning & Development > Development > Development Forms and Application Use the Conceptual Site Plan Design Checklist found in the application package	☐	☐

Please make sure all items above are reviewed, otherwise there may be delays in review.

SUBMITTAL REQUIREMENTS:

The following items are intended to help guide applicant in what to include with a submittal.

		YES	NO
1	Appropriate fee attached? If NO – Explain:	☐	☐
2	Application below filled out? If NO – Explain:	☐	☐
3	Stormwater Concept Plan provided? This is recommended but not required.	☐	☐
4	Are both the Engineering Commercial Concept Plan Checklist and the Planning Conceptual Site Plan Design Checklist filled out and attached? If NO – Explain:	☐	☐
5	Concept Site Plans and application submitted in a single PDF file. NO paper plans accepted.	☐	☐

Please make sure all items above are completed and included with your submission.

Incomplete submissions will result in delays.



CONCEPTUAL SITE PLAN APPLICATION

153 Willowbend Rd, Peachtree City, GA 30269
770-487-5731
WWW.PEACHTREE-CITY.ORG

Fee: \$300+\$10\acre

Receipt # _____

Date Filed ____ / ____ / ____

Plan Review# _____

Office Use Only

SITE LOCATION	Name of Project: _____		SITE INFORMATION	Zoning _____	
	Address: _____			Use: ☐ Commercial ☐ Industrial	
	Parcel #(s): _____			☐ Office ☐ Other: _____	
PRIMARY POINT OF CONTACT	Name _____		OWNER	Name _____	
	Address _____			Address _____	
	City, State, Zip _____			City, State, Zip _____	
DEVELOPER	Phone # _____		ENGINEER	Phone # _____	
	Email _____			Email _____	
	Name _____			Name _____	
Address _____		Address _____		City, State, Zip _____	
City, State, Zip _____		City, State, Zip _____		Phone # _____	
Phone # _____		Phone # _____		Email _____	
Email _____		Email _____			

UTILITIES	Water: ☐ Public ☐ Private well
	Sewer: ☐ Public ☐ Private septic
	Electric: ☐ Underground ☐ Will be overhead (only permitted on certain properties in the City)
	Other: _____

PROJECT DESCRIPTION	
----------------------------	--

With the signing and submittal of this application, the property owner authorizes the Peachtree City Staff to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the Planning Commission and City Council. By signing below, I hereby certify that the above listed information and the accompanying materials as requested are accurate.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____



Commercial Concept Plan Checklist

DEVELOPMENT NAME:

LOCATION:

REVIEWED BY:

DATE:

1. Floodplain:

Applicant must show current FEMA Floodplain elevation map and reference number on the plans.
(No Development shall be allowed in floodplain)

Applicant must also show existing and future conditions floodplain. If the City of Peachtree City has not calculated this information for proposed site, it will be the responsible of the applicant to provide data prior to construction plan approval.

2. Groundwater Recharge:

Groundwater resources are contained within underground reservoirs known as aquifers. These aquifers are zones of rock beneath the earth's surface capable of containing or producing water from a well. They occupy vast regions of the subsurface and are replenished by infiltration of surface water runoff in zones of the surfaces known as groundwater recharge areas. Groundwater is susceptible to contamination when unrestricted development occurs, within significant groundwater recharge areas. It is, therefore, necessary to manage land use within groundwater recharge areas in order to ensure that pollution threats are minimized. See ordinance Section 1008 for requirements if development in this area.

3. **Wetlands:** Applicant must show 25ft undisturbed buffer around all wetlands. An Army Corps of Engineers permit and City variance will be required for wetlands disturbance.

4. Traffic/Sight Distance

Peachtree City Code:

Sec. 913. Access to property.

Openings for vehicular access to zoning lots from public streets, commonly called curb cuts, shall be regulated in accordance with the following requirements:

(913.1) *Size and spacing:* In no case shall a curb cut or other access point be less than nine feet nor more than 30 feet in width. Except in residential zoning districts no two curb cuts or other access points shall be closer than 50 feet from each other.

(913.2) *Location:* At street intersections, no curb cuts or other access points shall be located closer than 25 feet from the intersecting point of the street right-of-way lines.

(913.3) *Visibility*: At any street intersection or at the intersection of any private driveway with a street, no fence, wall, sign, planting, or other structure or object shall be permitted or maintained that will form an impediment to visibility within 25 feet of the point of intersection of the driving surfaces (or such lines extended in the case of rounded corners).

Sec. 803. Design standards.

Unless otherwise specifically set forth herein, all of the materials, methods of construction and workmanship for street and drainage installation shall conform to or equal to standards published by the city. (Detachment 1. Design Standards)

If no city-published standard exists, the work shall conform to the latest specifications of the Georgia Department of Transportation.

(a) *Access*.

- 1) All entrances or exits of any public or private street or drive onto any state highway must be approved by the Georgia Department of Transportation prior to the issuance of a city development permit.
- 2) Curb cuts on all nonresidential streets shall be located no less than 50 feet, measured from back of curb, from any intersection.
- 3) In all nonresidential zoning districts, curb cuts shall not be less than 40 feet apart, measured between back of curbs.
- 4) Curb cuts onto arterial and collector streets shall not be closer than 20 feet, measured from back of curb, to any property line in all zoning districts.
- 5) All curb cuts onto arterial roads must include a deceleration lane constructed to standards of the Georgia Department of Transportation.
- 6) **No direct residential access (drive cuts) onto arterials and collector thoroughfares shall be allowed** unless a variance is first granted by the city council of Peachtree City. A variance may be granted if all of the following requirements are met:
 - a. There are extraordinary exceptional, or peculiar conditions pertaining to the particular piece of land, structure or building in question which are not applicable to other lands, structures or buildings in the same district; and
 - b. The application of these regulations to a particular piece of property would create a practical difficulty or unnecessary hardship; and
 - c. Relief, if granted, would not be injurious to the neighborhood or otherwise detrimental to the public welfare or impair the purposes and intent of these regulations; **and**
 - d. A literal interpretation of this ordinance would deprive the applicant of any rights that others in the same district are afforded; and
 - e. The special conditions and circumstances are not a result of any actions of the applicant; and
 - f. That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures or buildings in the same district.

5. Watershed Protection:

Buffer requirements are as follows:

- a. State Water Buffer – 25 feet undisturbed buffer measured from the point of wrested vegetation.
- b. Metro North Georgia Water Planning District Stream Buffer – an undisturbed natural vegetative buffer shall be maintained for 50 feet, measured horizontally, on both banks of the stream as measured from the top of the stream bank. An additional setback shall be maintained for 25 feet, measured horizontally, beyond the undisturbed natural vegetative buffer, in which all impervious cover shall be prohibited. Grading, filling and earthmoving shall be minimized within the setback. No septic tanks or septic tank drain fields shall be permitted within the buffer or the setback.

- *Stream* means any stream, beginning at:

- i. The location of a spring, seep, or groundwater outflow that sustains streamflow;
- ii. A point in the stream channel with a drainage area of 25 acres or more; or
- iii. Where evidence indicates the presence of a stream in a drainage area of other than 25 acres, the city map require field studies to verify the existence of a stream.

- *Stream bank* means the sloping land that contains the stream channel and the normal flows of the stream.

- *Stream channel* means the portion of a watercourse that contains the base flow of the stream

c. Watershed Protection Buffer

Article X - Sec. 1004.

(b) Standards.

1. Land disturbing activities shall not be conducted within the 100-year floodplain unless in compliance with section 1007.
2. Except as otherwise provided in section 1004(b)(4) and 1004(b)(5), an undisturbed natural buffer area shall be maintained for a distance of 25 feet adjacent to any state water as measured from the stream banks except when in the interest of public health, safety and welfare or the contour of the land requires a different buffer subject to the city's approval. Utilities shall not be located within this buffer if they can feasibly be located outside this area. All disturbances of this buffer require prior approval by the city.
3. All developments, which utilize septic tanks as their method of sewage disposal, and are contiguous to or within 200 feet of a water supply reservoir or streams having a drainage basin in excess of one square mile, shall identify and preserve a suitable area for a duplicate septic system, which can be used

if the primary septic system fails. Both sites must be approved by the Fayette County Health Department.

4. Around all existing or proposed water supply reservoirs and their perennial tributaries, as shown on the appropriate United States Geological Survey (USGS) Quad Map or as defined herein, the following requirements are established:
 - a. An undisturbed natural buffer area shall be maintained for a distance of 100 feet measured from the normal pool elevation or the stream banks. Utilities shall not be located within this buffer if they can feasibly be located outside this area. All disturbance of this buffer require prior approval by the city.
 - b. Impervious surfaces are prohibited within 150 feet of the normal pool elevation or the stream bank. This prohibition includes septic tanks, septic tank drainfields, and new paved paths.
 - c. With the exception of publicly owned paths, utilities shall not be located within these buffers if they can feasibly be located outside these areas. All disturbances to these buffers shall require prior approval by the city and such approval shall be based on a determination that the disturbance will not adversely affect water quality
 - d. No storm drain piping shall extend into these buffer areas. All storm drainage shall utilize best management practices to remove pollutant loading prior to discharge.
 - e. Impervious surfaces must be limited to no more than 25 percent of the portion of any watershed that lies within the boundaries of Peachtree City.
 - f. New facilities which handle hazardous materials of the types and amounts determined by the Georgia Department of Natural Resources (listed in Section 312 of the federal Resource Conservation and Recovery Act of 1976, excluding underground storage tanks and which contain amounts of 10,000 pounds on any one day or more), shall perform their operations on impermeable surfaces and in conformance with any applicable spill prevention requirements and any local fire code requirements.
5. Around all perennial streams shown on the appropriate USGS Quad Map and not covered in section 1004(b)(4) above, the following requirements shall be established:
 - a. An undisturbed natural buffer area of 50 feet measured from the stream banks shall be maintained. Utilities shall not be located within this buffer if they can feasibly be located outside the area. All disturbance of this buffer require prior approval by the city.
 - b. Impervious surfaces are prohibited within 75 feet of the stream bank. This prohibition includes septic tanks, septic tank drainfields, and new paved paths.

6. Stormwater Quality (Concept Plan Suggested – unless required by Stormwater Design Manual)

Peachtree City Code:

(2) Stormwater concept plan and consultation meeting. Before any stormwater management permit application is submitted, it is recommended that the land owner or developer shall meet with the city for a consultation meeting on a concept plan for the post-development stormwater management system to be utilized in the proposed land development project. This consultation meeting shall take place at the time of the preliminary plan of subdivision or other early step in the development process. The purpose of this meeting is to discuss the post-development stormwater management measures necessary for the proposed project, as well as to discuss and assess constraints, opportunities and potential ideas for stormwater management designs before the formal site design engineering is commenced.

To accomplish this goal the following information shall be included in the concept plan which shall be submitted in advance of the meeting:

- a. Existing conditions/proposed site plans. Existing conditions and proposed site layout sketch plans, which illustrate at a minimum: existing and proposed topography; perennial and intermittent streams; mapping of predominant soils from soil surveys (when available); boundaries of existing predominant vegetation and proposed limits of clearing and grading; and location of existing and proposed roads, buildings, parking areas and other impervious surfaces.
 - b. Natural resources inventory. A written or graphic inventory of the natural resources at the site and surrounding area as it exists prior to the commencement of the project. This description should include a discussion of soil conditions, forest cover, topography, wetlands, and other native vegetative areas on the site, as well as the location and boundaries of other natural feature protection and conservation areas such as wetlands, lakes, ponds, floodplains, stream buffers and other setbacks (e.g., drinking water well setbacks, septic setbacks, etc.). Particular attention should be paid to environmentally sensitive features that provide particular opportunities or constraints for development.
 - c. Stormwater management system concept plan. A written or graphic concept plan of the proposed post-development stormwater management system including: preliminary selection and location of proposed structural stormwater controls; location of existing and proposed conveyance systems such as grass channels, swales, and storm drains; flow paths; location of floodplain/floodway limits; relationship of site to upstream and downstream properties and drainages; and preliminary location of proposed stream channel modifications, such as bridge or culvert crossings.
- Local watershed plans, the city greenspace projection plan (if applicable), and any relevant resource protection plans will be consulted in the discussion of the concept plan.

Add note “Concept Plan shall expires 12 months from the date of approval if a Final Site Plan has not been submitted to the City Planner”.

Note: After January 7, 2021, RRv will be required for all new development and redevelopment. See Local Design Manual.



PLANNING AND DEVELOPMENT

153 Willowbend Road
Peachtree City, GA 30269
Phone: 770-487-5731
www.peachtree-city.org

Conceptual Site Plan Design Checklist

DEVELOPMENT NAME:

LOCATION:

DATE:

VERSION:

TARGET PLANNING COMMISSION MEETING:

APPROVAL DEADLINE FOR MEETING:

per Zoning District Requirements

- ☐ Is the official plat included with the plans? Is the property subdivided in GIS?
- ☐ Zoning category: _____ Min. lot area required: _____ Lot area provided: _____
- ☐ Min. lot width required: _____ Lot width provided: _____
- ☐ Maximum building square footage permitted: _____ SF proposed: _____
- ☐ Adjacent property zoning: North: _____ South: _____ East: _____ West: _____ Other: _____
- ☐ Building setback required / proposed: Front: _____ Side: _____ Rear: _____
- ☐ Parking/driveway setback required / proposed: _____
- ☐ Drive-through lanes part of principal building and must be within building setbacks (Sec 903) _____
- ☐ Screening required per zoning category regs or Sec 714 of LDO: _____

Other zoning category specific regs: _____

per Zoning Section 916 Transitional Yard for GC, LUC, OI, LI, or GI

- ☐ Tracts adjoins a residential land: min. 75 feet
- ☐ Tracts that have greenbelt between res less than 75 ft: sized to add up to 75 ft from res property line.
- ☐ Tracts that have greenbelt 75 ft or greater: no transitional yard
- ☐ Absolutely no clearing and/or grading, except for perpendicular utility crossings.
- ☐ Stormwater detention not within the transition yard

per Land Development Section 723 Buffer Standards for Major Thoroughfares

- ☐ Is the property along a Major Thoroughfare? _____
- ☐ If yes, major thoroughfare category: _____
- ☐ *Arterial*
 - ☐ Existing developed lot recently rezoned or increasing intensity? (Buffer required) _____
 - ☐ Existing developed lot < 1 acre or avg depth 200 feet or less (buffer = 20 feet) _____
 - ☐ Existing lot with avg depth between 200 - 220 feet (buffer = 20 ft + # over 200) _____
 - ☐ *Residential buffers.* 100 ft (min) city-owned greenbelt required
 - ☐ *Nonresidential buffers.* 60 ft tree-save/landscape buffer
 - ☐ 50 feet if adding 10% more caliper inches required on site
 - ☐ 40 feet, if adding 20% more caliper inches required on site
 - ☐ 50 feet if between arterial and parallel service road with 30 feet treesave buffer
- ☐ *Scenic Road (Peachtree Parkway North between Gin Branch and Flat Creek)*
 - ☐ Existing developed lot recently changed zoning or intensity? (yes= buffer required) _____
 - ☐ Existing developed lot < 2 acres or avg depth 300 feet or less (buffer = 50 ft) _____

Conceptual Site Plan Design Checklist

- ☐ *Residential buffers.* 100 ft (min) city-owned greenbelt required
- ☐ *Nonresidential buffers.* 50 ft (min) city-owned greenbelt and a 50 ft (min) undisturbed natural buffer; or 100 foot (min) city-owned greenbelt
- ☐ *Scenic Road (Aberdeen [see ordinance]& Riley Pkwy between Aberdeen and Flat Creek)*
 - ☐ Existing developed lot that recently changed zoning or intensity? (yes = buffer required) _____
 - ☐ *Residential buffers.* 50 ft (min) city-owned greenbelt required
 - ☐ *Nonres. buffers* min 50 ft undisturbed natural buffer; or min 50 ft city-owned greenbelt
- ☐ *Community Collector*
 - ☐ Existing developed lot that recently changed zoning or intensity? (yes = buffer required) _____
 - ☐ Existing developed lot < 1 acre or avg depth 200 feet or less (buffer = 20 ft) _____
 - ☐ *Residential buffers.* 50 ft (min) city-owned greenbelt required
 - ☐ *Nonresidential buffers.* 50 ft tree-save/landscape buffer
 - ☐ 40 feet if adding 10% more caliper inches on site
 - ☐ 30 feet if adding 20% more caliper inches on site
- ☐ *Village Collector*
 - ☐ Existing developed lot that recently changed zoning or intensity? (yes = buffer required) _____
 - ☐ Existing developed lot < 1 acre or avg depth 200 feet or less (buffer = 20 ft) _____
 - ☐ *Residential buffers.* 25 ft (min) city-owned greenbelt required
 - ☐ *Nonresidential buffers.* 25 ft tree-save/landscape buffer

per Land Development Section 704 Grading Plan

- ☐ Grading minimized
- ☐ Large visible walls limited. Terracing encouraged

per Land Development Section 703 Access

- ☐ Consider future development access/ inter-parcel access, especially on collector and arterials.
- ☐ Service function circulation patterns minimize conflict with vehicles/ pedestrians

per Land Development Section 803 Design standards

- ☐ Except in residential zoning districts, access no closer than 50 feet from intersection
- ☐ Except in residential zoning, curb cuts minimum 40 feet apart (measured from back of curb)
- ☐ On arterial & collector streets, curb cuts must be min. 20 ft (measured back of curb) from property line
- ☐ Arterial road requires deceleration lane or standards required by GDOT

per Land Development Section 706 Multi-use paths

- ☐ Multi-use path nearby? If yes- a connection must be provided
- ☐ Multi-use path planned? If yes- Residential and commercial must provide an access easement and make a contribution to the multi-use path construction fund so City can construct the connection on the development when the planned path segment is constructed.

per Land Development Section 707 Utilities

- ☐ New utility lines must be underground. High tension and those placed prior to 1987 may remain above
- ☐ Industrial sites may connect to overhead lines, but the extension must be placed underground and may not connect directly to building.

per Zoning Section 909 Parking

- ☐ Spaces required
 - ☐ Land use category(ies) used/ ratio: _____

Conceptual Site Plan Design Checklist

- ☐ Square foot of land use(s): _____
- ☐ Number required: _____ Number provided: _____
- ☐ If zoned commercial or industrial, no more than 125% of required spaces provided (variance by City Council needed if yes). 125% of required: _____
- ☐ Parallel parking spaces not to exceed one-fifth of the number of required spaces
- ☐ Access to parking does not block external traffic; adequate stacking space provided for drive-thrus

per Land Development Section 1108 Parking Design

- ☐ No more than 12 spaces in a row
- ☐ Planting areas shall be located in front and on sides
 - ☐ Front planting areas minimum of ten feet
 - ☐ Side planting areas minimum of six feet

per Zoning Section 910 Off-Street Loading

- ☐ Minimum spaces required:
 - ☐ Retail business < 2,000 ft in floor area: None
 - ☐ Retail business > 2,000 ft in floor area: One per 25,000 ft
 - ☐ Industrial /institutional uses: One for the first 25,000 ft of floor area, and:
 - ☐ 25,000 to 99,999: a total of two spaces.
 - ☐ 100,000 to 159,999: a total of three spaces.
 - ☐ 160,000 to 239,999: a total of four spaces.
 - ☐ 240,000 to 349,999: a total of five spaces.
 - ☐ For each additional 100,000 square feet or fraction thereof, above 350,000, one additional loading space shall be required.
- ☐ Multifamily residences < 10 du = 0 spaces; 10-30 du = 1 space; > 30 = 1 per 30 du

per Land Development Sec 1109 Screening

- ☐ All HVAC screened by an opaque wall/ fence and/or evergreen plant
- ☐ Equipment on roof fully screened from streets and/or adjoining property.
 - ☐ Site line studies provided as a part of the conceptual site plan
 - ☐ Baffles and/or other noise reducing devices provided if adjoin residential property
- ☐ All trash containment enclosed and located not visible from streets and/or properties.

per Land Development Ordinance Sec 505 Conceptual site plan submittal requirements

- ☐ The plans shall be clearly and accurately drawn by a design professional licensed to practice in the state
- ☐ Name and address of the owner of record, developer, and seal of the engineer, architect or landscape architect who prepared the conceptual site plan;
- ☐ Name of the project, address, boundaries, date, north arrow, and scale of the plan;
- ☐ A vicinity map showing streets within an area of one thousand (1,000) feet from site
- ☐ Name, address, present zoning, and parcel numbers of all abutting and contiguous parcels;
- ☐ Existing lot lines, easements, and rights-of-way, including area in acres of square feet, abutting land uses, proposed or existing driveways, and structures within two hundred (200) feet of the property line of the development site;
- ☐ The location of steep slopes, significant stands of trees, creeks, watercourses, stormwater detention and drainage ways, floodplains, wetlands, and any environmentally sensitive areas;
- ☐ A generalized summary of land use arrangements within the proposed project, showing types of uses and intensities proposed within areas of the development (tabulation of building square footages);
- ☐ A copy of an accurate, up-to-date and certified plat of the property on which the project is to be built.

Conceptual Site Plan Design Checklist

- ☐ A tree survey, prepared in accordance with the requirements of section 1104 of these regulations.
- ☐ A conceptual stormwater management plan prepared in accordance with the requirements of section 1011(f)(2) of these regulations.
- ☐ And the following if applicable:
 - ☐ Schematic architectural elevations for all buildings or a set of design guidelines that includes the unifying elements that are to be incorporated within the overall project (including each outparcel);
 - ☐ Identification of primary physical characteristics of each building including predominant color(s), exterior materials and architectural features, proposed building heights and lighting plans as identified within section 733 of these regulations; and
 - ☐ Master sign program, including size, fonts and colors as indicated in section 66-15 of these regulations.
 - ☐ If the proposed project calls for construction over a period of years, a schedule showing the proposed time and sequence within which the applications for final approval of all sections of the developments are intended to be filed shall be submitted.
 - ☐ Any additional information deemed necessary by the city planner.

per Land Development Div 5 Standards for Lighting Design

- ☐ A lighting plan required for all non-single family res. dev. of one acre or more in size.
- ☐ Lighting plan and light fixture specs shall be submitted with lighting permit. See *Lighting Checklist*

per Land Development Division 4 Standards for Retail, Commercial, and Industrial Building Design

- ☐ Project within 500 ft of major thoroughfare? (If yes, use *Building Design Checklist*)
 - ☐ if a proposed development not visible from road, the PC may waive review

per Land Development Ordinance Sec 307 Development Impact Fees

- ☐ All new square footage will be assessed an impact fee
 - ☐ City planner to estimate new square footage and enter into database. Official letter will be sent when a building permit is applied for. The City may not issue a building permit until the impact fee is collected.

EXAMPLES FROM PAST ANNEXATION CASES

 CAPSTONE
ENGINEERING, INC.

[illegible]

CPAC

Page 41 of 41

Overall Masterplan



PROJECT DATA

- 1 Multifamily: 4.4 acres 350 units**
Greystar Retail/Leasing & Amenities: 13,400 SF
Deck-1
6 level deck, 685 spaces
490 Residential
132 Retail under Podium
- 2 Retail: 22,800 SF**
4 spaces/1000 SF = 92 spaces req.
Total Parking Required: 184 spaces
Surface Parking Provided: 203 spaces

Total Retail in #1 & #2: 52,200 SF
- 3 Jewel Box Restaurants: 3 @ 3,000 SF each**
7 spaces/1000 SF = 63 spaces req.
(63 spaces in Deck-1)
- 4 Outparcel 1: 1.1 acres**
6,000 SF, 61 surface parking spaces
- 5 Outparcel 2: 1.32 acres**
6,000 SF, 80 surface parking spaces
- 6 Coffee Shop: 0.72 acres**
2,000 SF, 39 surface parking spaces
- 7 Hotel Over Retail**
140 keys
140 spaces in parking deck
- 8 Office Building A: 150,000 SF**
30,000 SF floor plates, 5 floors
4 spaces/1000 SF = 600 spaces
(surface parking initially)
- 9 Office Building B: 150,000 SF**
30,000 SF floor plates, 5 floors
4 spaces/1000 SF = 600 spaces
- 10 Office Building C: 150,000 SF**
30,000 SF floor plates, 5 floors
4 spaces/1000 SF = 600 spaces
- 11 Parking Deck:**
(for all 3 office buildings)
4 spaces/ 1,000sf = 1,800cars
- 12 Amenity: 0.67 acres**
Clubhouse: 7,000 SF
20 parking spaces in surface lot
- 13 Senior Living: 4.2 acres**
Active Adult, over 55
Multifamily Units: 155 units
1.5 spaces/ unit = 233 spaces
205 surface parking spaces
28 private garages
- 14 Townhomes: 4.2 acres**
101 homes
Garages under each unit.
- 15 Amphitheater: 3.0 acres**
1,500 seat facility
Surface parking and shared parking
in deck structure #11
102 Parking Deck (for all 3 office
buildings)
4 spaces/ 1,000sf = 1,800cars

Office/Institutional

"HILLTOP" RESIDENTIAL VILLAGE

±40 LOT SUBDIVISION TO BE ZONED RS-15
ANNEXATION INTO CITY OF NEWNAN (±32 ACS.)
(MAXIMUM DENSITY 1.5 LOT/AC; 15,000 S.F.)

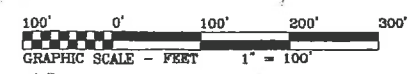
SITE STANDARDS:

- MINIMUM LOT SIZE: 15,000 S.F. (65'x180')
- MAXIMUM DENSITY: 2.5/ACRE (80 LOTS)
- PROPOSED DENSITY: 1.5/ACRE (40 LOTS)
- BLDG. SETBACKS: 20'-FRONT, BLDG. LINE
- 12'-SIDE; 35'-REAR, 30'-SIDE STREET
- MINIMUM LOT WIDTH: 85' WIDE FRONT/BLDG.
- ON CUL-DE-SAC: 35' FRONTAGE, R/W
- PRINCIPAL LIVING SPACE: 1,800 S.F.
- OPEN SPACE REQUIRED: 1,000 S.F./LOT
- OPEN SPACE SHOWN: 5,000 S.F./LOT (5%)

land.plans

15 WOODRIDGE PLACE • NEWNAN, GA • 30265
(770) 525-5222 • DREWYER@DREWYER.COM

DENNIS GLENN DREWYER
REGISTERED LANDSCAPE ARCHITECT, GA. #382
APPLICANT • OWNERS' REPRESENTATIVE
LAND PLANNING • LANDSCAPE ARCHITECTURE • LAND MANAGEMENT & ENTITLEMENTS



Pike Property @ Hwy 29

Contours (8' interval)
1 inch = 100 feet
0 100 200 300 Feet

1" = 100'

GRAPHIC SCALE - FEET 1" = 100'

[illegible]

NAME	JENNIFER ZIMMER - CINCINNATI COUNTY - NC (FACILITY, CONSTRUCTION (DIS)POSITIVE)	
ADDRESS	POSTED ZONING - M2 PLANNED RESIDENTIAL DEVELOPMENT DETACHED	
AREA	SITE AREA 15.646 ACRES LAND IN CHARGE AREA 0.917 ACRES CHARGE AREA (PER SECTION 6-1-10) 0.917 ACRES (220.000-259.000-16.37 ACRES) PER SECTION 6-1-10 0.917 ACRES	
DATE AREA - (PER DEVELOPMENT AREA) + (DATE DEVELOPMENT AREA) + (DATE DEVELOPMENT AREA)	CHARGE AREA (PER DEVELOPMENT AREA) 0.917 ACRES CHARGE AREA (PER DEVELOPMENT AREA) 0.917 ACRES CHARGE AREA (PER DEVELOPMENT AREA) 0.917 ACRES	
IDENTITY	NUMBER OF UNITS 234 UNITS PROPOSED DENSITY (NET DEVELOPMENT AREA) 234 UNITS/ACRE PER SECTION 6-1-10 (3)	
LOT INFORMATION	ADJACENT STREET FRONTAGE 30 FEET LOT AREA (NET AREA AT FRONT SETBACK LINE) 30 FEET MINIMUM LOT DEPTH 100 FEET MAXIMUM BUILDING COVERAGE PER LOT 20% MAXIMUM LOT SIZE 6,000 SQFT MINIMUM LOT SIZE 11,868.80 SQFT	
BUILDING STRUCTIONS	FRONT 30 FEET FROM ROW DEPTH 0 FEET SIDE 10 FEET REAR 10 FEET MINIMUM BUILDING SETBACK ROW 10 FEET MINIMUM BUILDING SETBACK ROW 10 FEET	

NOTE: The following information is provided for informational purposes only. It is not intended to be used for clinical purposes. The information is not intended to be used for clinical purposes.

AVERAGE LOT SIZE = 11,898.6 SQFT
COMMON OPEN SPACE = 41.88%
COMMON OPEN SPACE = 68.52 ACRES

NOTE:
 Published online 2009, October 14, 11:43 AM, DOI: 10.1002/ajim.20701

[illegible]

TCG 10 NG	52' WIDE LOT
TCG 4	52' WIDE LOT
TCG 5	62' WIDE LOT

24 HOUR CONTACT:
GAREN SMITH
770.381.3450



THE UTILITIES SHOWN HEREON ARE FOR THE CONTRACTOR'S CONVENIENCE ONLY. THERE MAY BE OTHER UTILITIES NOT SHOWN ON THESE PLANS. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THE LOCATIONS SHOWN AND IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY ALL UTILITIES WITHIN THE LIMITS OF THE WORK. ALL DAMAGE MADE TO EXISTING UTILITIES BY THE CONTRACTOR SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.



RIDGE PLANNING AND ENGINEERING®
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 Office: 770.930.9000

ZONING PLAN
GREEN TOP ROAD
LAND LOTS 107 & 86
5TH DISTRICT
CITY OF NEWMAN, GEORGIA

OWNER/DEVELOPER

PULTE GROUP

1475 NORTHWINDS PKWY # 600
ALPHARETTA, GA 30009
PHONE: (770) 381-3450

GSWCC CERTIFICATION NUMBER: 58851
EXPIRATION DATE: 03/01/2003



REVISIONS

Z100