



# Site Plan Application & Checklist

**PROJECT:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

<h2>Item Checklist</h2>	
	7 Copies of Site Plan / Revised Plan 7 ( <i>Signed and Sealed by Architect</i> ) <i>*Must be complete folded sets. Sets that are not folded and complete will not be taken*</i>
	Recorded Warranty Deed of Subject Property
	Copy of latest Approved and Recorded Plat for Subject Property ( <i>Legal description on warranty deed should match boundaries of recorded plat</i> )
	Property Owner Consent & Agent Authorization ( <i>Included in packet</i> )
	Letter of Intent
	Development of Regional Impact ( <i>Included in packet</i> )
	2 Hydrology Reports
	Stormwater Plan ( <i>Checklist Included in packet</i> )
	Grading Plan ( <i>Checklist Included in packet</i> )
	Inspection and Maintenance Agreement
	Operation and Maintenance Plan
	Stormwater Management

# Town of Tyrone

## Requirements for Site Plan

- A. **Uses and Structures.** No property shall be used and no structures shall be constructed or modified unless it is shown that a proposed use or structure is in compliance with all Town regulations as verified by a Certificate of Zoning Compliance.
- B. **Building Permit.** Before issuing any type of building permit for the site, the Building Official must receive a Certification of Zoning Compliance approved by the Zoning Coordinator.
- C. **Site Plan Required.** Prior to the certification of zoning by the Zoning Coordinator, the Town must approve a site plan.
  - 1) No clearing, grubbing, or grading may be undertaken until a land disturbance permit has been approved by the Town and visible posted at the primary point of access to the property.
  - 2) No clear, grubbing, or grading involving the use of explosives may be undertaken until a special permit has been issued by the fire Marshal.
  - 3) No installation or removal of underground tanks for Class I, II, III flammable liquids shall be undertaken until the appropriate permits and inspections have been conducted by the Fire Marshal.
- D. **Filing of Site Plan.** The Site Plan shall be submitted in accordance with the schedule of established application deadlines and meeting dates, a copy of which is available in the office of the Zoning Coordinator. The Site Plan shall be submitted in accordance with the schedule of established application deadlines and meeting dates, a copy of which is included in this packet. The Site Plan shall be deemed filed when the complete packet is submitted and all fees are paid to the Zoning Coordinator.
- E. **Site Plan Distribution.** At least eight copies of the initial site plan and fifteen of the revised site plan need to be submitted to the town (in some cases this number may be larger) The Zoning Coordinator will distribute the plans to the following offices for review.
  - 1. Town Engineer.
  - 2. Zoning coordinator
  - 3. Environmental Health office
  - 4. Fire Marshal
  - 5. Water System Manager.
  - 6. Planning Director
- F. **Site Plan Contents.** A site plan must be prepared by an engineer or architect who is registered by the state and shall include in addition to the certified property lines, all applicable information as required on the Site Plan review checklist, a copy of which is available at the office of the Zoning Coordinator.
- G. **Department Approval.** Upon completion of site plan review by the required departments, each department will return its comments to the Zoning Coordinator, who will make the appropriate entries on the on the Site Plan Review Checklist and notify the applicant of approval, administrative conditions of approval, or additional requirements.
- H. **Fee.** A site plan review and compliance fee as specified in this code will be collected and a receipt provided at the time of issuance of the certificate of zoning compliance by the Zoning Coordinator and prior to the issuance of a building permit.
- I. **Other plans required.** The Building Plans and Sign Plans are not required to be submitted with the Site Plan.
- J. **Verification of lot.** In addition to an approved site plan, an applicant must provide verification that a plat of subdivision has been approved and recorded if required by the subdivision regulations.

- K. **Approval by Zoning Coordinator.** Upon approval of the site plan by all required departments, the Zoning Coordinator may approve the certificate of zoning compliance
- L. **Certification to Building official.** The certificate of zoning compliance will then be attached to the site plan review checklist and presented to the building official. The applicant will be notified the site plan has been approved.
- M. **Site Plan Changes.** Any deviation from an approved site plan must be shown on a revised site plan and approved by the town employee(s) having jurisdiction over the change. Changes shall be authorized in writing on the revised site plan by the appropriate town employee(s). A copy of the revised site plan will then be given to the building official for inclusion in the project file.
- N. **Fire Marshal approval.** The Fire Marshal shall approve all construction plans and submit to the building department. Prior to any building construction, the applicant must obtain a construction permit through the Bureau of Fire Prevention. This permit will not be in lieu of required permit through the Building Official.
- O. **Certificate of Occupancy.** In no case shall the Building Official issue a certificate of occupancy unless an as- built condition is reflected on an approved site plan.
- P. **Expiration of Certificate of Zoning Compliance.** If no application is made to obtain a building permit from the Building Official within twelve (12) months from said enactment date shall be deemed null and void.

### Additional Items Needed for Land Disturbance Permit:

	Copy of Erosion Control Card
	Copy of Certified Receipt for Notice of Intent
	Notice of Intent
	Tree Survey and Inventory Plan (Checklist Included in packet)
	Tree Protection Plan/ Tree Replacement (Checklist Included in packet)
	Landscaping Plan (Checklist Included in packet)
	Erosion, Sedimentation & Pollution Control Plan (Checklist Included in packet)

***An Architect or Engineer who is registered by the State of Georgia and shall include all of the following information must prepare site Plan:***

- { }1. Name and location of the development.
- { }2. Name, address, and telephone number of owner and applicant.
- { }3. Name, address, telephone number and seal of person preparing plan.
- { }4. Name, address and telephone number of the developer.
- { }5. Zoning of adjoining property and adjoining property owners.
- { }6. Vicinity map.
- { }7. Date, scale, north arrow, and number
- { }8. Locations and dimensions of all existing structures (principal and accessory).
- { }9. The limits of a 100-year flood including elevations, and applicable watershed protection buffers and setbacks. A minimum of 1.0 acre or 50% of the minimum lot size of the zoning district, whichever is greater, must be out of the 100-year floodplain. The MFFE must be 3.0 feet above the 100-year elevation.
- { }10. Show existing easements, burial grounds, railroad rights-of-way and the location, width and names of all existing or platted streets or other public ways within or immediately adjacent to the tract to be developed.
- { }11. Zoning of property; rezoning conditions, if applicable, total acreage of site.
- { }12. Locations and dimensions of all proposed structures (principal and accessory) and proposed use (s).
- { }13. Right-of-way, pavement edges, center lines of roadways and all easements.
- { }14. Minimum yards and setback specified in the Zoning Ordinance.
- { }15. Distance between buildings
- { }16. The location and size of any parcels of land proposed to be set aside for park or playground use, greenbelts or other public use, or for the exclusive use of property owners in the proposed property. Indicate areas to be landscaped.
- { }17. Number of stores, square footage per unit size, numbers of units per unit size and total number of units.
- { }18. If multi-family, square footage per unit size, number of units per unit size and total number of units.
- { }19. Exit/Entrances, and internal circulation pattern including traffic lanes, fire lanes, acceleration/deceleration lanes and all dimensions.
- { }20. The location of temporary stakes, if required by the Planning Commission and Town Staff.
- { }21. Parking layout, including handicapped parking and landscaping. Indicate how number of space was determined. If the parking area has more than twelve spaces show landscaped islands
- { }22. Required landscape areas, buffers, and screening.
- { }23. Off- Street loading and screening.
- { }24. Location of refuses collection area(s) and any onsite storage and /or service areas, and how such refuse and storage area will be screened.
- { }25. Storm drainage systems ( including detention) and hydrological report or documentation
- { }26. Limits of construction.
- { }27. Use of Building
- { }28. Contour lines based on sea level datum. These shall be drawn at intervals of not more than two (2) feet. Contour lines shall be based on field surveys

and basis for the topographic contour shown shall be specified.

{ } 29. Location of existing and proposed water, sanitary sewer lines and fire hydrants.

{ } 30. Outdoor lighting to include type of fixtures, intensity and locations.

{ } 31. Natural features within the proposed development, including drainage channels, bodies of water, wooded areas (tree lines) and other significant features. On all watercourses entering the tract the direction and acreage of the drainage are above the point of entry shall be noted, and the one hundred-year floodplain shall be outlined.

{ } 32. Show location of septic system / sewer system - including initial and replacement drain fields.

{ } 33. Elevations, if applicable

{ } 34. Right-of-way denotation.

{ } 35. The applicant shall submit information sufficient to permit an adequate evaluation of the development proposal in conformance with these and all other regulations and in conformance with the Town's comprehensive land use plan. Specifically, the applicant shall provide the areas in square feet and acres of the various components of the development, including streets, buildings and other property to be dedicated to the Town.

**The Site Plan Should Also Reflect the Following Items:**

All adjacent uses, approvals, developments, and zoning districts; all adjacent right of ways and easements; all buffers and requirements; access points; site circulation indication right of way widths, safe sight corners, curve radii; location, area and dimensions of structures or building envelopes; location and dimension of parking and loading spaces; locations and area of open space (i.e. lakes, golf courses, open fields); lot lines; out parcel boundaries; phase lines; easements including type and width; well fields; septic systems' family cemeteries and access; preserve are locations and access; dimension and notes for all improvements and related requirements, location of all landscape material; and other existing natural or manmade features; and , any other information required by code or by conditions of approval.

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

# Town of Tyrone

## PROPERTY OWNER CONSENT AND AGENT AUTHORIZATION FORM

(Application requires authorization by ALL property owners of subject property)

Name(s) of All Property Owners of Record found on the latest recorded Warranty Deed for the subject property

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*Please Print Names*

Property Tax identification Number(s) of Subject Property: \_\_\_\_\_

(I am) (We are) the sole owner(s) of the above –referenced property. Subject property is located in the Land Lot(s) \_\_\_\_\_ of the \_\_\_\_\_ District, and (if applicable to more than one land district) Land Lot(s) of the \_\_\_\_\_ District, and said property consists of a total of acres (legal description corresponding to most recent recorded plat for the subject property is attached herewith).

(I)(We) hereby delegate authority to \_\_\_\_\_ act as (my) (our) Agent for this site plan. As Agent, they have the authority to agree to any and all conditions, which may be imposed by the Board.

(I)(We) certify that all of the information field with this application including written statements or showing made in any paper or plans submitted herewith are true and correct to the best of (my) (our) knowledge and belief. Further, (I) (We) understand that any knowingly false information given herein by me/us will result in the denial, revocation or administrative withdrawal of the application or permit. (I) (We) further acknowledge that additional information may be required by the Town of Tyrone to process this application.

\_\_\_\_\_  
Signature of Property Owner 1

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner 2

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner 3

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner 4

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

## **DEVELOPMENTS OF REGIONAL IMPACT (DRI)**

Site Plan Applicant:

A. Please review the attached "Thresholds: Developments of Regional Impact" established by the State Department of Community Affairs (DCA) to determine if the proposed project meets or exceeds these thresholds. If the proposed project does not meet the established thresholds (is less than those listed) then skip to section C. below and complete.

B. If the project does meet or exceed the established thresholds for the type of development proposed, the applicant is responsible for completing the Atlanta Regional Commission (ARC) **"Developments of Regional Impact: Request for Review Form"** prior to submittal of the site plan application. You may contact ARC at (404)463-3311 to request the form. A copy of the completed form and documentation that the form has been submitted to ARC for review is required to be included with this application.

C. I have reviewed and understand the attached "Thresholds: Developments of Regional Impact".  
[ ] The proposed project related to this rezoning request DOES NOT meet or exceed the established DRI thresholds.

[ ] The proposed project related to this rezoning request DOES meet or exceed the established DRI thresholds and documentation regarding the required ARCs DRI Request for Review Form is attached.

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*Applicant*

*Date*

## THRESHOLDS: DEVELOPMENTS OF REGIONAL IMPACT

TYPE OF DEVELOPMENT	ATLANTA REGION	METROPOLITAN AREAS	RURAL AREAS
(1) OFFICE	> 500,000 net square feet	> 400,000 net square feet	> 250,000 net square feet
(2) COMMERCIAL, WHOLESALE & DISTRIBUTION	> 700,000 net square feet	> 560,000 net square feet	> 350,000 net square feet
(3) HOSPITALS	> 600 new beds	> 480 new beds	> 300 new beds
(4) HOUSING	> 500 new lots or units	> 400 new lots or units	>250 new lots or units
(5) INDUSTRIAL	Park or single user > 500 acres, or employing more than 2,000 people, or using more than 100,000 gallons per day of water	> 500 acres, or employing more than 1,600 people, or using reserve capacity of other jurisdictions	> 500 acres, or employing more than 1,000 people, or using reserve capacity of other jurisdictions
(6) HOTELS	> 500 rooms	> 400 rooms	> 250 rooms
(7) MIXED USE	> 500,000 net square feet	Two or more land uses, common ownership, and > 40 acres	Two or more land uses, common ownership, and > 40 acres
(8) AIRPORTS	Any new airport, new runway, or runway extension	Any new airport, new runway, or runway extension	Any new airport with paved runway, or runway additions of more than 25% of existing runway length
(9) ATTRACTIONS OR RECREATIONAL	> 2,000 parking spaces or more than 7,500 permanent seats	> 1,600 parking spaces or more than 6,000 permanent seats	> 1,000 parking spaces or more than 3,750 permanent seats
(10) POST SECONDARY SCHOOLS	New school with capacity of more than 3,000 students, or expansion of this type school by at least 25% of capacity	New school with capacity of more than 2,400 students, or expansion of this type school by at least 20% of capacity	New school with capacity of more than 1,500 students, or expansion of school by 25% or more new full-time students
(11) WASTE DISPOSAL	New facility or expansion of use of an existing facility by 50% or more, intending to accept waste from another jurisdiction	New facility or expansion of use of an existing facility by 50% or more, intending to accept waste from another jurisdiction	New facility or expansion of use of an existing facility by 50% or more, intending to accept waste from another jurisdiction
(12) WASTEWATER FACILITIES, QUARRY, ASPHALT OR CEMENT PLANTS	New facility or expansion of use of existing facility by 50% or more, and located within one-half mile of a government boundary	New facility or expansion of use of existing facility by 50% or more, and located within one-half mile of a government boundary	New facility or expansion of use of existing facility by 50% or more, and located within one-half mile of a government boundary
(13) PETROLEUM STORAGE FACILITY	Petroleum storage > 50,000 barrels, if within 1,000 feet of any water supply, or storage > 200,000 barrels	Petroleum storage > 50,000 barrels, if within 1,000 feet of any water supply, or storage > 200,000 barrels	Petroleum storage > 50,000 barrels, if within 1,000 feet of any water supply, or storage > 200,000 barrels

(14) APPLICANT'S DEMAND ON INFRASTRUCTURE THRESHOLD  
*(To be used ONLY if a project DOES NOT fit into one of the above categories)*



ELECTRICAL	Any increase in average electrical demand > 100 megawatts	Any increase in average electrical demand > 100 megawatts	Any increase in average electrical demand > 100 megawatts
NATURAL GAS	Any increase in demand for natural gas > 100,000 therms per day	Any increase in demand for natural gas > 100,000 therms per day	Any increase in demand for natural gas > 100,000 therms per day
WATER	Any increase in demand of > 100,000 gallons per day or will absorb the reserve capacity of another jurisdiction	Any increase in demand of > 100,000 gallons per day or will absorb the reserve capacity of another jurisdiction	Any increase in demand of > 100,000 gallons per day or will absorb the reserve capacity of another
WASTEWATER TREATMENT	Any increase in treatment of > 500,000 gallons per day or will absorb the reserve capacity of another jurisdiction	Any increase in treatment of > 400,000 gallons per day or will absorb the reserve capacity of another	Any increase in treatment of > 250,000 gallons per day or will absorb the reserve capacity of another jurisdiction
TRANSPORTATION	Any increase > 1500 peak hour vehicle trips per day	Any increase > 1200 peak hour vehicle trips per day	Any increase > 750 peak hour vehicle trips per day