



SPECIAL EXCEPTION APPLICATION

File Number: _____ (to be filled in by City Staff)
Project Name: _____
Project Address: _____
Description of project: _____

Applicant Name: _____
Applicant Address: _____
Applicant Phone Number: _____ **Fax Number:** _____
Applicant Email: _____

_____ affirms that he is/ she is/ they are the owners/ specifically authorized agent of the property located at: _____

_____ petitions the City of Fayetteville Planning and Zoning Commission to consider a request for a special exception from Section # _____, of the City of Fayetteville Zoning Ordinance to allow _____ in a _____ zoning district.

The applicant tenders herewith the sum of **\$400.00** to cover the expenses of staff administrative review, legal advertising, and public hearings.

- Date Paid:** _____
- Signature of the Applicant:** _____
- Notary Public:** _____

Public hearing will be held on _____ at 7:00 p.m. at City Hall located at: 240 South Glynn Street, Fayetteville, GA 30214.

Staff Signature: _____ **Date:** _____

P&Z Meeting Date: _____ **Date to be advertised:** _____

- ◆ *Applications will not be considered complete until all items have been supplied. **Incomplete applications will NOT be placed on the Planning & Zoning Commission agenda and will be returned to the applicant.***
- ◆ *All items must be reviewed and approved by Staff & must be in compliance with current City Ordinances.*
- ◆ *The City shall have five business days in order check applications for completeness.*

APPLICATION/CHECKLIST

Return this APPLICATION/CHECKLIST with submittal.- Incomplete submittals will not be reviewed.

- Eight (8) black line copies of the development site plan and elevations for departmental review.** To include:
 - Vicinity map showing project location, north arrow, graphic scale & date
 - Complete survey including property boundary lines, with bearings & distances
 - Existing roads, streets, highways, & respective r-o-w widths on or adjacent to property
 - Existing drainage ditches, canals, water courses, and drainage easements on or adjacent to the property
 - Existing buildings, structures, and facilities on development property and adjacent property
 - All existing utility lines on or adjacent to the property
 - Adjacent property land uses, zoning and property owner names
 - A complete legal description of property
 - Impact on classification and structure of existing dams. Provide dam break analysis if applicable.
- Ten (10) 11"x 17" copies of the site plan & all four sides color elevations for Commission review.**
 - TIFF or JPEG file of site plan & color elevations
 - Narrative describing nature & scope of project
 - Material samples
 - Wetlands boundary determination & certification (USACofE)
 - Topographic Survey, drainage plan and storm water runoff calculations
 - Grading & utility plan, including:
 - Final design & layout of underground electric, telephone, gas & cable TV utility lines
 - Soil erosion & sediment control plan, including:
 - Detail sheets for soil erosion & sediment control facilities,
 - Storm water management facilities and utility profiles
- Storm Water Management Plan, showing downstream impact & final disposition of water (Storm Water Management Plans shall meet the requirements of Ordinance 0-30-02, Storm Water Quality Ordinance, adopted June 20, 2002.)
- Future Conditions Floodplain (if project is in a drainage basin of 100 acres or larger).
- CAD/GIS Data Submission Standards
- Tree Protection Plan (TPP) including:
 - Tree survey & identified trees requested for removal
 - Tree protection zones and proposed tree protection methods
 - Tree planting & replacement plan
 - Name, registration & contact info for responsible professional
- Lighting Plan, conforming to the provisions of Section 94-322
- Existing & proposed fire hydrant locations
- Proposed access to existing roads, circulation routes, parking space layout & dimensions
- Proposed setbacks, buffers, open spaces areas, landscaped areas, & impervious surface calculations.
- Water supply & sewage disposal plans
- Letters of capability & commitment to serve water, sewer, electric, telephone, & cable TV from the affected agencies
- Dept. of Natural Resources permits & approvals
- DOT encroachment permit
- Fire safety standards approval by Fire Official
- Mainstreet Director's certification of compliance (for projects within Mainstreet District)
- Must check with City's Building Department, Finance Department and Water Department for other possible fees ie: sewer assessment, impact fees, etc.

1. Building Dept. (Tony Haponski) 770-719-4062
2. Finance Dept. (Ellen Walls) 770-461-6029

- ◆ *Applications will not be considered complete until all items have been supplied. **Incomplete applications will NOT be placed on the Planning & Zoning Commission agenda and will be returned to the applicant.***
- ◆ *All items must be reviewed and approved by Staff & must be in compliance with current City Ordinances.*
- ◆ *The City shall have five business days in order check applications for completeness.*