



Community Development Department  
5047 Union Street,  
Union City, GA 30291  
Phone (770) 515-7950  
Development@unioncityga.org

## Site Plan Review & Land Disturbance Permit

### The following items must be provided:

#### All Sites

- Signed and sealed survey
- Engineered site plans
  - Building elevations and floor plans
  - Landscaping plans
- Submit five (5) sets of paper site plans, including water and sewer plans; please email an electronic copy of the plans to [development@unioncityga.org](mailto:development@unioncityga.org)
- Two (2) Hydrological Reports If Applicable; New Commercial & New Residential Subdivisions
- One (1) copy of the completed Section 404 Acknowledgement and Certification Form, Engineer's Certificates on Flood Plains and Storm Water Run-off If Applicable
- Copy of GSWCC Level 1A Certification Card for each member and company that will be doing land disturbance activity.
- Business license for each company that will be doing land disturbance activity.
- Plan Review Fees: **Fees must be paid at the time of submittal.**

#### Additionally All Sites Over 1 Acre

- Request a zoning verification letter for the project site.
- Schedule a preliminary development
- Erosion control plans and a copy of the Hydrological Study submitted to Georgia Soil & Water Conservation Commission; plans must contain the green GSWCC Stamp

#### Applicable Fees

- Please contact Community Development for the total fee amount
- Commercial Sites must obtain a Fire Marshal Review; \$150.00 Fee

**NOTE:** Water & Sewer Plans + Sewer Accessibility Study are **required** for new commercial and new residential subdivisions.

# Site Plan Review & Land Disturbance Permit

**Instructions:** Please complete the following form and allow fifteen (15) working days for the application to be reviewed. Make your check payable to City of Union City.

**\*\*\* If any items required for this application are missing, the application will be returned.**

**Check all that apply:**

**New:**  Commercial  Residential

**Modification:**  Commercial  Residential

**Date:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Tax Identification #: \_\_\_\_\_

Site Acreage: \_\_\_\_\_ Disturbed Acreage: \_\_\_\_\_

Amount of Impervious Surface (Square Feet): \_\_\_\_\_

Estimated Cost of Land Disturbance: \_\_\_\_\_

Zoning District: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

Email address: \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

Email address: \_\_\_\_\_

**General Contractor:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Level 1A Certification #: \_\_\_\_\_

Email address: \_\_\_\_\_

**Engineering Firm:** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Detention Ponds: \_\_\_\_\_

**Detailed Project Description (may attach narrative if additional space is needed):** \_\_\_\_\_

**Proposed Improvements:** \_\_\_\_\_

I/We affirm the application is hereby made according to the laws and ordinances of the City of Union City. For a permit to disturb land as described herein and if same is granted, agree to conform to all laws and ordinances regulating same.

This permit becomes null and void if work or construction authorized is not commenced within one year.

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Property Owners Signature      Date