



Community Development Department
5047 Union Street ~ Union City, GA 30291
Phone (770) 515-7950 * Fax (770) 969-8795
www.unioncityga.org

Site Plan Review Application

CHECK LIST: The following items must be provided:

All Sites

- Signed and sealed survey
- Engineered site plans
 - Building elevations and floor plans
 - Landscaping plans
- Letters of commitment from providing utility company
- Two (2) Hydrological Reports
- One (1) copy of the completed Section 404 Acknowledgement and Certification Form, Engineer's Certificates on Flood Plains and Storm Water Run-off
- Plan Review Fees: **See attached fee schedule**

Additionally

Sites over 1 Acre

- Submit five (5) sets of site plans, including water and sewer plans
- Erosion control plans and a copy of the Hydrological Study have been submitted to Georgia Soil & Water Conservation Commission

Sites under 1 Acre

- Submit five (5) sets of site plans, including water and sewer plans

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.

Check all that apply:

New: Commercial Residential

Modification: Commercial Residential

Date: _____ Project Name: _____

Subject Property Address: _____

Tax Identification #: _____

Site Acreage: _____ Disturbed Acreage: _____

Applicant Name: _____

Address: _____

Phone #: _____ FAX #: _____

Email address: _____

Owner Name: _____

Address: _____

Phone #: _____ FAX #: _____

Email address: _____

Engineering Firm: _____

Contact Person: _____

Phone #: _____ FAX #: _____

Email address: _____

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.

Applicant Signature

Property Owners Signature

Date

FOR OFFICE USE ONLY	Site Plan # _____
Date Submitted: _____	Accepted by: _____
Fee Paid: _____	Revision Fee Paid: _____
Date to MA: _____	Date Returned: _____
Number of Comments: _____	
Plans Approved: 1 st Submission _____ 2 nd Submission _____ 3 rd Submission _____ 4 th Submission _____	
Special Issues: _____	