



Plan **REVIEW** Timeline

Thank you for doing business in Union City! This document serves as a guide for timelines on all development review services provided by the City. The timeline serves as a deadline for review after initial submission. Please note that this timeline is only for initial review and does not include any additional time needed for resubmission if project has not satisfied all review teams: Zoning, Building, Fire, Engineering, etc. Please visit www.unioncityga.org for more info regarding applications and process requirements.

BUILDING PERMIT

**14
days**

A building permit is required to construct, alter, repair, move, demolish, or to change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the appropriate Code or Ordinances of the City of Union City.

CONDITIONAL USE

**30
days**

All conditional use applications must indicate that conditions of zoning have been met. All conditional use applications must also include a detailed site plan with boundary lines, roads, easements, north arrow, scale, etc.

FENCE PERMIT

**14
days**

All fence permit applications must have a site plan delineating the location, height, material of fence.

LAND DISTURBANCE PERMIT

**14
days**

All land disturbance permit applications must have a site plan that shows location of property, dimensions of structures, setbacks, building elevations, landscaping. This application also requires approval from GSWCC (Georgia Soil and Water Conservation Commission).

FILM PERMIT (EXPEDITED)

**3
days**

Film permits should detail all information regarding filming to include: location of filming site, agreements with property owners, any possible special effects or explosions as well as anticipated road closures.

FILM PERMIT (NON-EXPEDITED)

**5
days**

Film permits should detail all information regarding filming to include: location of filming site, agreements with property owners, any possible special effects or explosions as well as anticipated road closures.

PLAT (PRELIMINARY & FINAL)

**14
days**

All plats should contain typical elements such as title of project, north arrow, professional engineer/architect seal, street names, vicinity map, boundary lines, natural features, infrastructure, lots and dimensions, etc.

POWER RELEASE

**3
days**



SIGN PERMIT

**14
days**

All sign permit applications must include site plan of property showing where proposed sign is located including setback from public right of way and all existing signs on site. Application must also include illustration of sign showing height, width, area, height above grade, materials, and lettering.

SITE PLAN

**14
days**

Site plan reviews are required for most development services. Site Plans should include: title, north arrow, scale, engineer seal, and any other typical elements of a site plan.

SPECIAL EVENT PERMIT

**30
days**

All event permit applications **MUST** be submitted no later than 30 days prior of the date of the event. The application must be complete and Staff must have all fees, documents and materials by that deadline. All Union City officers payments and agreements must be in writing and received by Staff.

ZONING VERIFICATION LETTER

**5
days**

Zoning verification letter requests should detail as much information needed to provide permitted uses and restrictions for a certain site or business.

