



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

Site Plan Review Submittal Intake Checklist (to be completed by applicant):

Upload your completed form to:

<https://unioncityga.portal.iworq.net/portalhome/unioncityga>

Please make your payment online when submitting your application

https://unioncityga.governmentwindow.com/payer_login.html

1. Submit plans electronically through the portal
2. Plans sealed by Georgia professional engineer.
3. Plans must show:
 - ☐ Property address and development name
 - ☐ Zoning Classification and Variance Case Number
 - ☐ Lot dimensions including total area, required setbacks, buffers, easements and internal and abutting zoning, proposed number of lots
 - ☐ Property line boundary distances and bearings in degrees, minutes and seconds and along all lines to an existing street, intersection or other recognized permanent landmark and adjacent row width
 - ☐ Building footprint, dimensions and total square footage
 - ☐ Surface and subsurface drainage features including pipe profiles, catch basins, headwalls, fire hydrants, invert and inlet elevations, stream channels and surface water features; The location width and purpose of any easements, including slope easements
 - ☐ Grading plan with existing and proposed contours and spot grades
 - ☐ Paved areas including parking pads, driveways, walkways and patios
 - ☐ Impervious area calculations
 - ☐ Existing and proposed utilities
 - ☐ Flood plain statement and FIRM panel number if applicable
 - ☐ Wetland delineation if applicable
 - ☐ Name, addresses, phone number, email address of property owner of record and the developer and or subdivider
 - ☐ Designer of record address, telephone numbers and email address
 - ☐ Owner's representative, 24 contact info. and email address
 - ☐ Names and addresses, or tax parcel data, of adjacent property owners
 - ☐ Survey benchmark data, horizontal control information and GA RLS contact information
 - ☐ Land Lot and District
 - ☐ Vicinity Map, North Arrow and Graphic Scale

- ☐ Date prepared and/or revised
 - ☐ Name of subdivision and unit or phase number (if applicable)
 - ☐ Name, addresses, email, and telephone number each professional firm associated with the portion of the subdivision depicted on the final plat
 - ☐ Municipal or county jurisdictional lines tied to the property lines of subdivision
 - ☐ Locations, widths and names of all streets within and immediately adjoining the plat and all other public or utilities easements or rights-of-way
 - ☐ Street centerlines showing angles of deflection and standard curve data including radii, chord lengths and bearings, lengths of arcs and tangents, and points of curvature and tangency
 - ☐ Building setback lines with dimensions. When lots are located on a curve or when side lot lines are at angles other than ninety degrees, the lot width at the building line shall be shown
 - ☐ Lots numbered with addresses in numerical order and blocks lettered alphabetically (if applicable)
 - ☐ Accurate location, material and description of property corner or line monuments or markers. All monuments and markers shall be in place prior to approval of the Final Plat
 - ☐ Extent of the 100-year floodplain within the subdivision. When floodplain is present, a chart giving the areas within and outside of the floodplain for each lot containing any portion of the floodplain shall be on the Final Plat. The origin of the floodplain data shall be indicated
 - ☐ Individual lots which are deemed by the City Engineer as requiring site plans shall be designated in a readily identifiable manner
 - ☐ Certificates and statements specified in these Regulations
 - ☐ Extent of the State waters buffers and city stream buffer limits
4. Hydrology report sealed by GA PE if applicable
 5. Site Distance Calculations
 6. GDOT encroachment and/or access permit
 7. Landscape and Tree Protection Plans
 8. Architectural façade, fenestration, signage and material information; overall height of proposed structure