



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 (1 copy)
 - Landscaping plans (1 copy)
- Submit four (4) sets of paper site plans, including water and sewer plans
- 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
- Copy of GSWCC Level 1A Certification Card for each member and company that will 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

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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: _____

Estimated Cost of Land Disturbance: _____

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

<p>FOR OFFICE USE ONLY</p> <p>Date Submitted: _____</p> <p>Accepted by: _____</p> <p>Plans Approved: 1st Submission _____ 2nd Submission _____ 3rd Submission _____ 4th Submission _____</p> <p>Special Issues: _____</p> <p>_____</p>
