



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**

**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](https://unioncityga.governmentwindow.com/payer_login.html)

### 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.

### **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<sup>st</sup> Submission \_\_\_\_\_ 2<sup>nd</sup> Submission \_\_\_\_\_ 3<sup>rd</sup> Submission \_\_\_\_\_ 4<sup>th</sup> Submission \_\_\_\_\_

**Special Issues:** \_\_\_\_\_