



PARKING LOT PERMIT APPLICATION

Engineering Department
 770-253-8433 x 241 | dmccauley@cityofnewnan.org
www.cityofnewnan.org

Fees: See Page 2	
Receipt # _____	
Date Filed ____ / ____ / ____	
Fee _____ Issued by _____	<i>Office Use Only</i>

Please complete this application and attach to your plans for review prior to obtaining a parking lot permit.

Street Address: _____ Parcel Tax Id#: _____													
Name of Businesses on Site: _____													
Type of Businesses: <input type="checkbox"/> Medical <input type="checkbox"/> Restaurant <input type="checkbox"/> Office <input type="checkbox"/> Industrial <input type="checkbox"/> Retail <input type="checkbox"/> Residential <input type="checkbox"/> Other													
Total Building Square Feet on Site: _____ Number of Employees on Site: _____													
Description of Work (check all that apply): <input type="checkbox"/> Add New Parking Lot <input type="checkbox"/> Re-Model Existing Parking Lot <input type="checkbox"/> Re-Surface Existing Parking Lot <input type="checkbox"/> Re-Stripe Existing Parking Lot	Contractor Contact Information: Name: _____ Address: _____ City: _____ State: ____ Zip: _____ Phone: _____ Email: _____ Business License #: _____ Issued by: _____												
Number of Parking Spaces: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 20%; text-align: center;"><i>EXISTING</i></th> <th style="width: 20%; text-align: center;"><i>PROPOSED</i></th> </tr> </thead> <tbody> <tr> <td># of vehicle spaces</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td># of Handicapped</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>			<i>EXISTING</i>	<i>PROPOSED</i>	# of vehicle spaces	_____	_____	# of Handicapped	_____	_____	TOTAL	_____	_____
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# of vehicle spaces	_____	_____											
# of Handicapped	_____	_____											
TOTAL	_____	_____											
<i>I hereby certify that I have read and examined this application and know the same to be true and correct and that all provisions of federal, state, and local law and ordinances governing this type of work will be complied with whether specified herein or not.</i>													
_____ <i>Print and Sign</i>	_____ <i>Date</i>												

QUESTIONS	Y/N	IF YES THEN.....
<i>Are you changing the configuration or total number of parking spaces?</i>		See Page 2 under NEW & RE-MODELED PARKING LOTS.
<i>Are you adding or replacing 5,000 square feet of impervious surface?</i>		If you adding or replacing 5,000 square feet of impervious surface storm water regulations will be triggered and detention and water quality will be required at which point detailed design plans are required and an engineer must prepare the plans and submit for review. See Page 2 under NEW & RE-MODELED PARKING LOTS.
<i>Are you removing any trees or grading within the drip line of an existing specimen tree or landscape strip?</i>		If you are affecting trees and/or landscape strips then a landscape plan and tree protection plan will also be required. Contact Mike Furbush, City Landscape Architect, for details. 770-253-8433 x 226



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<p>NEW & RE-MODELED PARKING LOTS</p> <ul style="list-style-type: none"> ➤ This section applies if you answered YES to any of the questions on page 1 of this application. ➤ If the proposed changes are deemed very minor then some or all of the plan requirements may be waived, however, plan review fees and full review by all departments will still be required. ➤ Plan review fees start at \$300 and go up depending on development type and size. ➤ Typically plans are reviewed and returned in two weeks. 	<ol style="list-style-type: none"> 1. Provide 4 copies of standard engineered scaled construction plans showing existing and proposed conditions including but not limited to site plan, grading plan, storm drainage plan, signage and striping plan, landscape plan, tree protection plan, erosion control plans, and standard construction details. 2. Plan review fees will be collected by the Planning and Zoning Department upon submittal of plans for review. 3. If the proposed disturbed area is at least one (1) acre then NPDES regulations will also apply and land disturbance fees will be assessed at the time of permit issuance.
<p>RE-SEALING, RE-SURFACING, OR RE-STRIPING EXISTING PARKING LOTS.</p> <ul style="list-style-type: none"> ➤ This section only applies if you answered NO to all the questions on page 1 of this application. ➤ A sketch plan may be waived if it is determined by a site visit or aerial photography that all items are in compliance now and can go back exactly as they are. You will be contacted by the Engineering Department to schedule a site visit if needed. 	<ol style="list-style-type: none"> 1. Provide 2 copies of a sketch plan on a plat or aerial photo with sufficient detail, dimensions, and description on the work to be performed including a description of the striping type, color, and layout. 2. <i>Even if all you are doing is re-striping an existing parking lot changes to the handicap spaces and signage may be required to be compliant with the current ADA regulations.</i> 3. The Engineering Department will review the sketch plans and no separate plan review fee will be assessed. The permit fee is a flat rate of \$50 which includes the plan review and sight inspection by the Engineering Department.