

## Chapter 45—Site Development Plans

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### **§45.010 Purpose and Intent**

The purpose of this chapter is to protect the public health, safety, and general welfare by reviewing elements of site development plans and:

1. To prevent or minimize traffic and transportation conflicts and hazards.
2. To ensure that sufficient parking and other facilities are present.
3. To insure that adequate light and air are available.
4. To prevent or minimize overcrowding.
5. To allow for cost saving efficiencies.
6. To prevent or minimize environmental damage resultant from the development.
7. To provide for efficiencies and coordination with adjacent properties and the right-of-way.
8. To prevent or minimize flooding and flood damage.

### **§45.020 Definitions Referenced**

The definitions of certain terms referenced in these Sections are set forth in Chapter 3 "Definitions" of this Ordinance, as amended.

### **§45.030 Applicability**

Any developer of any tract of land situated within the corporate limits of the City of Newnan shall submit site development plans for the following as established by the Zoning Ordinance:

1. All applications for a building permit.
2. All applications for a land disturbance permit.
3. When an existing residential use is proposed for a change to a commercial, industrial, institutional, or multi-family use.
4. When an alteration is proposed to the site improvements or design of a previously approved development plans.
5. Other times as may be required by city ordinance.

### **§45.040 Site Development Plans**

1. The developer shall submit Four (4) full sets of site development plans no larger than 30" x 42" and completed application to the Community Development Department for staff review along with all other documents specified in this and other applicable ordinances of the City of Newnan. The Department may require greater or fewer copies of the site development plans as is deemed necessary for staff to carry out a substantive review.
2. Determination of Minimum Requirements
  - a. Upon receipt of the site development plans and completed application, the Community Development Department shall determine, within ten (10) working days, if the site development plans and related documents comply with all applicable rules and regulations. If all plans and related documents are in order, the Department shall forward said plans to all applicable review agencies including the members of the City of Newnan Development Review Committee (DRC). Upon making a determination that all documents are in order, the site development plans shall be deemed to be officially received and the date of such official receipt shall establish the filing date. The determination that submission of site development plans qualifies to be officially received shall not be deemed a determination that the plans meet the requirements for plan approval.
  - b. Once an application for review of site development plans has been submitted for a particular site, any plan application submitted thereafter for the same property while the initial application is still pending shall be deemed withdrawal of the initial application.
3. Limitation on Review Period; Approval; Disapproval
  - a. Within sixty (60) days after the receipt of the site development plans, the Community Development Department shall be authorized to approve such plans, after approval of the City Engineer, Landscape Architect, and Planning Director, provided that the requirements and provisions of this Ordinance and other applicable codes and ordinances have been met.
  - b. If such requirements are not met, the Community Development Department shall not approve such site development plans. Specific reasons for disapproval shall be set forth in writing and shall identify deficiencies in the plans which cause disapproval by reference to specific duly adopted codes, ordinances, regulations, or policies, and shall generally identify such modifications or corrections as will permit approval of the plans. A disapproval may be appealed to the Board of Appeals in accordance with the provisions of Chapter 44, "Variances and Appeals" of this Ordinance. Nothing herein shall be interpreted so as to preclude the filing of new site development plans for the same development or property if no such appeal is pending.
4. Commencement of Construction

After approval of site development plans, construction shall commence within one (1) year of the date of approval or the plans shall be deemed void. Construction for the purpose of this Chapter shall be defined as to include the placing of construction materials in permanent position and fastened in a permanent manner and work carried on to complete construction in a diligent manner. Where excavation or demolition or removal of an existing building has been substantially begun prior to rebuilding, such excavation or demolition or removal shall be deemed to be actual construction, provided that work shall be carried on diligently.
5. Extensions

An extension of the validity of the site development plans may be made on an annual basis by the Community Development Department upon written request by the developer. The reasons for this request must be clearly stated. The Department may deny the request if the reasons submitted with the request do not demonstrate that development, in accordance with the approved site development plans, has been diligently pursued. In conjunction with the request for any extension, the site development plans shall be reviewed for conformance with all the requirements and provisions of this Ordinance and other applicable codes and ordinances, at the time such review is undertaken. No extension shall be granted until any non-conformance is corrected.

6. Assignment of Addresses

Prior to approval of the site development plans and any related performance agreements and surety, the developer shall submit a request for assignment of addresses as required by the City. Building permits shall be issued in accordance with the approved site development plans and other applicable building permit criteria following the assignment of addresses.

7. Review Fees for Site Development Plans

Review fees for site development plans shall be as established in the City of Newnan Fee Schedule.

8. Upon approval, a digital copy of the site development plan must be provided in a format acceptable by the City of Newnan.

**§45.050 Amendments to Site Development Plans**

Amendments to site development plans may be submitted at any time and shall be considered a replacement to the original or pending plans. Amendments shall have the same requirements as initial submittals and shall follow the same procedures as provided in Chapter 45, §45.040 of this Ordinance.

**§45.060 Content of Site Development Plans**

1. Site development plans presented to the Community Development Department shall include the following materials:
  - a. Four (4) sets of Site Plans.
  - b. Four (4) sets of Grading Plans.
  - c. Four (4) sets of Erosion Control Plans.
  - d. Four (4) sets of Tree Protection Plans.
  - e. Four (4) sets of Landscaping Plans.
  - f. Four (4) sets of Street Profiles and Cross Sections, if applicable.
  - g. Two (2) sets of Stormwater Hydrology Calculations, if applicable.
  - h. Completed and signed application.
  - i. Applicable review fee.

2. Site development plans, which must be stamped and signed by a professional engineer registered in the State of Georgia, shall include, at a minimum, the following content:
  - a. A Site Plan containing the following information:
    - 1) Developer name, address and phone number
    - 2) Vicinity map of the site showing location.
    - 3) North arrow and scale.
    - 4) 24 Hour Contact.
    - 5) Width and location of any adjoining street right-of-way.
    - 6) Lengths and bearings of property lines.
    - 7) Area of property (square feet and acres).
    - 8) Area of open space (square feet and acres).
    - 9) Outlines of existing and proposed buildings and structures on the site indicating ground floor area (footprint) and total floor area of each.
    - 10) Setbacks from property lines indicated by labeled setback lines or dimensioned arrows (drawn square to the lot lines) from the lot lines to the nearest point of building(s).
    - 11) Distance between buildings (on site only).
    - 12) Number of dwelling units in existing and proposed buildings.
    - 13) Number of off-street parking spaces (including required handicapped spaces) and loading spaces. Applicant must also submit the calculations performed using the parking requirements contained in the Ordinance. The size and distribution of proposed parking spaces shall also be provided.
    - 14) Any buffer strips or tree save areas.
    - 15) Proposed location and size of free standing signs.
    - 16) Flood plain boundaries or disclaimer statement. Disclaimer statement must include the panel number of the Flood Insurance Rate Map (FIRM).
    - 17) Zoning of the subject and adjacent lands.
    - 18) A description of the ownership of adjacent lands (name, plat book and page number or deed book and page number)
    - 19) Dimensions and spacing of driveway entrances.
    - 20) Acceleration/Deceleration lanes (if required).
    - 21) Curb and gutter shown.

- 22) Sidewalk shown.
  - 23) Date parcel was subdivided into present configuration.
- b. A Grading Plan prepared in accordance with city standards and acceptable engineering practices. Checklists for Grading Plans are available from the Engineering Department.
  - c. An Erosion Control Plan prepared in accordance with city standards and the regulations of the Georgia Environmental Protection Division. Checklists for Erosion Control Plans are available from the Engineering Department.
  - d. A Tree Protection Plan prepared in accordance with the City of Newnan Tree Preservation and Landscape Ordinance. Checklists for Tree Protection Plans are available from the Beautification Department.
  - e. A Landscaping Plan prepared in accordance with the City of Newnan Tree Preservation and Landscape Ordinance. Checklists for Landscaping Plans are available from the Beautification Department.
  - f. Public street profiles and cross sections at 50' intervals, if applicable.
  - g. Stormwater Hydrology Calculations prepared in accordance with the City of Newnan Stormwater Detention Regulations, if applicable.
  - h. Any other applicable information as may be required by the City Engineer, Landscape Architect, or Planning Director.
3. Site development plans submitted as part of a building permit application for construction of a single family residence, or other minor construction as determined by the Building Official, only requires the stamp and signature of a Registered Land Surveyor. Such plans shall be exempt from elements b, c, d, e, f, and g above.