



DEVELOPMENT PERMIT APPLICATION

PROJECT INFORMATION

Project Name	
Project Address	

PROPERTY OWNER INFORMATION

Name	
Mailing Address	
Telephone	
Email	

APPLICANT INFORMATION (IF DIFFERENT FROM THE PROPERTY OWNER)

Name	
Mailing Address	
Telephone	
Email	

PROPERTY OWNER'S AUTHORIZATION

_____ (sign name) I affirm that I am the owner of the tract or parcels of land identified above and I will serve as the primary contact for this application

OR

I hereby designate _____ (name of project representative) to act in the capacity as my agent for the submittal, processing, representation, and/or presentation of this application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application. If this relationship changes at any time before the completion of this project, it is my sole responsibility to notify the City of Monticello of said change in writing.

ALL APPLICABLE ITEMS ARE DUE AT THE TIME OF SUBMISSION

Development Plan Application	<input type="checkbox"/>
Review Fees	<input type="checkbox"/>
Development Plans should include the following items (at a minimum): Cover Sheet ■ Boundary Survey ■ Site Plan ■ Demolition Plan (If Required) ■ Phased Erosion Control ■ Drainage & Grading ■ Utility Plan ■ Stormwater Management Facilities ■ ■ Standard Details ■ Fire Access Plan ■ Landscape Plan ■ Lighting Plan ■ Roadway Plan-Profile Sheet ■ Architectural Plans	<input type="checkbox"/>
Stormwater Management Report / Hydrology Study	<input type="checkbox"/>
Water and Sewer Utility letters	<input type="checkbox"/>
Minimum Submittal Verification form	<input type="checkbox"/>
GDOT Driveway/Encroachment Permit (if required)	<input type="checkbox"/>



PROJECT INFORMATION				
Project Name				
Project Address		Parcel ID		
Zoning District		Property Size	Sq. ft.	Acres
DEVELOPMENT INFORMATION				
Disturbed Area:	Sq. ft.	Acres	Is the project located in the Historic District?	___Yes ___No
Number of Existing Lots/Parcels:			Number of Proposed Lots/Parcels	
If the project is for multifamily development, what is the estimated number of units?			Is this a phased development?	___Yes ___No If yes, how many phases? ___
Are there Existing Deed Restrictions or Easements?	___Yes ___No		Are utilities available on site:	___Yes ___No
Does the proposed use consist of a restaurant facility?	___Yes ___No		Will the project include a fire sprinkler system/ or fire walls?	___Yes ___No
If so, do you plan to serve alcohol?	___Yes ___No, If you plan to serve alcohol, what is the distance from the nearest: ___ Church ___ School ___ Residence			
Existing Land Use: (check all that apply)	___ Residential ___ Commercial ___ Mixed Use ___ Public/Institutional ___ Industrial ___ Vacant/Undeveloped ___ Agricultural/Parks/Conservation			
Type of Project: (check all that apply)	___ Single-Family Development ___ Multi-Family Development ___ Commercial ___ Mixed Use ___ Public/Institutional ___ Industrial ___ Vacant/Undeveloped ___ Agricultural/Parks/Conservation ___ Stream Buffers ___ Land Disturbance > 5,000 sf ___ Impervious > 5,000 sf			
PROJECT TEAM (IF KNOWN)				
PRIMARY CONTACT				
Name		Company		Phone
Address		Email		
PROPERTY OWNER (IF DIFFERENT)				
Name		Company		Phone
Address		Email		
ENGINEER				
Name		Company		Phone
Address		Email		
ARCHITECT				
Name		Company		Phone
Address		Email		
SIGNATURE				

By signing below, I hereby certify that the above listed information and the accompanying materials are accurate.

Applicant Signature:

Date



This list is only meant to serve as a guide and may contain more or less information than required depending on the overall scope of the project being submitted. For more information, please contact the City.

STANDARD PLAN SHEETS:		APPLICANT		CITY	
		YES	NO	YES	NO
01	COVER SHEET				
02	BOUNDARY SURVEY				
03	DEMOLITION PLAN (IF REQUIRED)				
04	SITE PLAN				
05	PHASED EROSION CONTROL (INITIAL, INTERMEDIATE & FINAL) AND CHECKLIST				
06	DRAINAGE & GRADING (WITH STORM PIPE PROFILES AND CHART)				
07	UTILITY PLAN (WITH SANITARY SEWER PROFILES)				
08	STANDARD DETAILS				
09	FIRE ACCESS PLAN				
10	LANDSCAPE PLAN				
11	LIGHTING PLAN				
12	OTHER (ROADWAY PLAN-PROFILE SHEET)				
13	ARCHITECTURAL PLANS				
ADDITIONAL REQUIRED REPORTS		APPLICANT		CITY	
		YES	NO	YES	NO
14	ENGINEER'S STORMWATER MANAGEMENT REPORT / HYDROLOGY STUDY				
15	TRAFFIC STUDY				