

Appendix C: Information Required with Applications

Section C.01: General Requirements

The presumption established by this Ordinance is that all of the information listed in this appendix must be submitted with an application for a zoning permit, sign permit, special use permit, or floodplain development permit to enable the permit-issuing authority to determine whether the development, if completed as proposed, will comply with all the requirements of this Ordinance. Applications for variances shall be subject to these same provisions. However, the permit-issuing authority may require more information or accept as sufficient less information according to the circumstances of the particular case. A developer who believes information presumptively required by this appendix is unnecessary shall contact the Administrator for an interpretation.

Section C.02: Written Application

Every applicant for a variance or a zoning permit, sign permit, special use permit or floodplain development permit shall complete a written application containing at least the following information:

- (A) The name, address, and phone number of the applicant.
- (B) If the applicant is not the owner of the property in question, (i) the name, address, and phone number of the owner, and (ii) the legal relationship of the applicant to the owner that entitles the applicant to make application.
- (C) The date of the application.
- (D) Identification of the particular permit sought.
- (E) A succinct statement of the nature of the development proposed under the permit or the nature of the variance.
- (F) Identification of the property in question by street address and Richmond County parcel identification number.
- (G) The zoning district in which the property is located.
- (H) The number of square feet or acres in the lot where the development is to take place.
- (I) The gross floor area of all existing or proposed buildings located on the lot where the development is to take place.
- (J) If the proposed development is a multi-family residential development, the number of one-, two-, three-, or four-bedroom dwelling units proposed for construction.

Section C.03: Development Site Plans

Subject to Section C.01 of this appendix, every application for a variance or a zoning permit, sign permit, special use permit, or floodplain development permit shall contain plans that locate the development site and graphically demonstrate existing and proposed natural, man-made, and legal features on and near the site in question, all in conformity with Section C.4 through C.6 of this appendix.

Section C.04: Graphic Materials Required for Plans

- (A) The plans shall include a location map that shows the location of the project in the broad context of the city or planning jurisdiction. This location map may be drawn on the development site plans or it may be furnished separately using reduced copies of maps of the city's planning jurisdiction.

- (B) Development site plans shall be drawn to scale, using such a scale that all features required to be shown on the plans are readily discernible. Very large developments may require that plans show the development in sections to accomplish this objective without resorting to plans that are so large as to be cumbersome, or the objective may be accomplished by using different plans or plans drawn to different scales to illustrate different features. In all cases, the permit-issuing authority shall make the final determination whether the plans submitted are drawn to the appropriate scale, but the applicant for a conditional use permit may rely in the first instance on the recommendations of the administrator.
- (C) Development site plans shall contain the following information on the first page:
- (1) Name of applicant
 - (2) Name of development (if any)
 - (3) North arrow
 - (4) Legend
 - (5) Scale
- (D) All of the features required to be shown on plans by Sections C.05 and C.06 may be included on one set of plans, so long as the features are distinctly discernible.

Section C.05: Existing Natural, Man-made, and Legal Features

- (A) Development site plans shall illustrate all existing natural, man-made, and legal features on the lot where the development is to take place, including but not limited to those listed below. In addition, the plans shall also show those features, that are followed by an (*), within 50 feet in any direction of the lot where the development is to take place, and shall specify the use made of adjoining properties.
- (1) Tree line of wooded areas.
 - (2) Individual trees eighteen (18) inches or more in diameter, identified by common or scientific name.
 - (3) Streams, ponds, drainage ditches, swamps, boundaries of floodways and floodplains.
 - (4) Contour lines (shown as dotted lines) with no larger than two-foot contour intervals.
- (B) Existing Man-made Features
- (1) Vehicle accommodation areas (including parking areas, loading areas and circulation areas), all designated by surface material and showing the layout of existing parking spaces and direction of travel lanes, aisles, or driveways.
 - (2) Streets, private roads, sidewalks, and other walkways, all designated by surface material.
 - (3) Curbs and gutters, curb inlets and curb cuts, and drainage grates.
 - (4) Other storm water or drainage facilities, including manholes, pipes, and drainage ditches.

- (5) Underground utility lines, including water, sewer, electric power, telephone, gas, cable television.
 - (6) Above ground utility lines and other utility facilities.
 - (7) Fire hydrants.
 - (8) Buildings, structures and signs (including dimensions of each).
 - (9) Location of exterior light fixtures.
 - (10) Location of dumpsters.
- (C) Existing Legal Features
- (1) The zoning of the property, including zoning district lines where applicable.
 - (2) Property lines (with dimensions identified).
 - (3) Street right-of-way lines.
 - (4) Utility or other easement lines.

Section C.06 Proposed Changes in Existing Features or New Features

- (A) Development site plans shall illustrate proposed changes in existing natural features {See C.05(A)}; existing man-made features {See C.05(B)}; and existing legal features {See C.05(C)}.
- (B) Development site plans shall also illustrate proposed new legal features (especially new property lines, street right-of-way lines, and utility and other easements), as well as proposed man-made features, including, but not limited to, the following:
- (1) Lot dimensions.
 - (2) The location and dimensions of all buildings and freestanding signs on the lot, as well as the distances all buildings and freestanding signs are set back from property lines, streets or street right-of-way lines.
 - (3) Principal side(s) building elevations for typical units of new buildings or exterior remodeling of existing buildings, showing building heights and proposed wall sign or window sign area.
 - (4) The location and dimensions of all recreational areas provided with each area designated as to type of use.
 - (5) Areas intended to remain as usable open space. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned.
 - (6) Streets, labeled by classification and illustrating all construction specifications. Private roads in subdivisions shall also be shown and clearly labeled as such.
 - (7) Curbs and gutters, curb inlets and curb cuts, drainage grates.

- (8) Other storm water or drainage facilities, including but not limited to manholes, pipes, drainage ditches, and retention ponds.
- (9) Sidewalks and walkways, showing widths and surface material.
- (10) Bridges.
- (11) Outdoor illumination with type of lighting fixtures identified.
- (12) Underground utility lines, including but not limited to water, sewer, electric power, telephone, gas, cable television.
- (13) Aboveground utility lines and other facilities.
- (14) Fire hydrants.
- (15) Dumpster pad and screening location and specifications.
- (16) New contour lines resulting from earth movement (shown as solid lines) with no larger than two-foot contour intervals (existing lines should be shown as dotted lines).
- (17) Scale drawings of all signs requiring permits with an indication of the location and dimensions of all such signs.
- (18) Vehicle accommodation areas including parking areas, loading areas, and circulation areas, all designated by surface material and showing the dimensions and layout of proposed parking spaces and the dimensions and direction of travel lanes, aisles, and driveways.
- (19) Existing vegetation to be preserved and proposed plant material to be installed. (See Article 9 for additional plan submittal requirements.)

Section C.07: Documents and Written Information in Addition to Plans

In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided. The following is a representative list of the types of information or documents that may be requested:

- (A) Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.
- (B) Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development and that all necessary easements have been provided.
- (C) Legal documentation establishing homeowners associations or other legal entities responsible for control over required common areas and facilities.
- (D) Bonds, letters of credit, or other surety devices.
- (E) A list containing the names and addresses of all those to whom notice of a public hearing must be sent.

- (F) Complete documentation justifying any requested deviation from specific requirements established by this Ordinance as presumptively satisfying design standards.
- (G) Written evidence of good faith efforts to acquire satellite parking and/or written evidence of permission to use satellite-parking spaces under the control of a person other than the developer when such spaces are allowed.
- (H) Time schedules for the completion of phases in staged development.
- (I) The environmental impact of a development, including its effect on historically significant or ecologically fragile or important areas and its impact on pedestrian or traffic safety or congestion.
- (J) Developments may be required to submit an economic impact assessment compiled by the developer. The impact assessment shall address the probable effects of the development in terms of the following areas:
 - (1) Approximate schedule of occupancy of the development;
 - (2) Attendance to public schools; number of children by age;
 - (3) Increases in vehicular traffic; number of automobiles;
 - (4) Changes in the number of legal residents; increase in population;
 - (5) Increases in public service costs including but not limited to schools, police protection, fire protection, maintenance of roads;
 - (6) Projected demand on public utilities and their ability to meet projected demand;
 - (7) Changes in property tax revenues;
 - (8) Increased demand for solid waste disposal services;
 - (9) Harmony with the character of surrounding properties;
 - (10) Such other factors as the permit-issuing authority may specifically request.

Section C.08: Number of Copies of Plans and Documents

With respect to all plans and other documents required by this appendix, the developer shall submit the number of copies (not to exceed 10) that the Administrator deems necessary to expedite the review process and to provide necessary permanent records.