



**APPLICATION FOR  
CONSTRUCTION PLANS**

*The procedures for approval of Construction Plans are set forth in Section 2.03.E.5 of the Unified Development Code (UDC). Generally, the procedures involve review by the Community Development.*

***Please complete the blanks with the requested information. If any of the information or required materials is missing or incomplete, the application will not be processed. Also, please note the required information requested on the back of this page.***

**Date of Application:** \_\_\_\_\_

**APPLICANT**

**Applicant Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_ - \_\_\_\_\_  
**Project Representatives Names: (1)** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_ - \_\_\_\_\_  
**Project Representatives Names: (2)** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_ - \_\_\_\_\_  
**Owner Name (If different from applicant):** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_ - \_\_\_\_\_

**(Note: A notarized statement signed by the property owner(s) authorizing the applicant to make this request shall be attached to the application.)**

I, \_\_\_\_\_, hereby state that all of the above statements and statements contained in the documents submitted with this application are true.

\_\_\_\_\_

**Signature of Applicant**

**Date**

***Required Materials to Accompany the Application:***

*The Community Development Director may waive informational requirements upon finding that the information is not required to determine compliance with UDC requirements.*

1. Copy of deed, lease, option agreement or other evidence of ownership or applicant's interest in the property. If the applicant is not the owner, attach a notarized statement signed by the owner authorizing the applicant to request the amendment.
2. Construction Plans prepared and sealed by a professional engineer registered in the State of Georgia. Plans shall be prepared on 24 by 36 inch sheets at any scale from 1 inch = 10 feet through 1 inch = 100 feet, so long as the scale is an increment of 10 feet and is sufficiently clear to reflect details of the proposed construction. Construction plans shall include the following information, shown on separate sheets:



- a. A vicinity map, all standard notes, signature block for utility and City approvals, and an index of plan sheets;
  - b. The Preliminary Plat for the project drawn on the existing topographic survey of the property;
  - c. Roadway, sidewalk, bikeway and traffic control construction plans, profiles and detail sheets;
  - d. Sanitary sewer system construction plans, profiles and detail sheets (may be combined on roadway sheets);
  - e. Stormwater management plan showing plan and profile of proposed storm sewer and drainage facilities, detail sheets, hydrological and hydraulic calculations and other information as required by the Building Official City Engineer (may be combined on roadway sheets);
  - f. Proposed grading cross sections and final contours in critical drainage areas;
  - g. Water distribution system construction plans and details (may be shown on roadway sheets);
  - h. Locations of existing and proposed electric, telecommunications and other utility improvements; and
  - i. Proposed construction schedule stating the timing and sequence of construction for all required improvements (recommended for inclusion on the cover sheet).
3. Roadway Construction Detail Sheets showing all construction details pertaining to the roadway improvements (e.g., surfacing and base details, curbing or shoulder details, sidewalk, unpaved areas, entrances, lighting, etc.), shown on typical section, in plan and profile. Specific details shall include, but not be limited to (and referenced to appropriate adopted City improvement standards):
- a. Street installation, widening, or resurfacing improvements dimensioned and developed in accordance with City improvement standards;
  - b. Street widening and resurfacing improvements in the right-of-way as measured from the centerline;
  - c. Mathematical profile grade and elevations at 25-foot intervals on vertical curves and 50-foot intervals on tangent sections for all roadway construction;
  - d. Resurfacing profile grade elevations on existing centerline and edges of pavement at 25-foot intervals and breaks in grade (i.e., irregularities in pavement);
  - e. Jointing plan and details for Portland cement concrete pavement;
  - f. Type and location of entrance construction; and
  - g. Proposed traffic control devices and signs to be used during construction and upon completion of the project.
4. Sanitary Sewer, Storm Drainage, and Water Main Plans and Profile Sheets showing all construction details pertaining to the sanitary sewerage, storm drainage and water distribution system improvements, prepared in accordance with all requirements of these regulations and adopted City standards and procedures for subdivision improvements shall be shown in plan and profile. The City Engineer may allow profiles to be omitted from water distribution system Plans. Specific details shall include, but shall not be limited to:
- a. Existing ground and finished grade shown and designated;
  - b. Methods to be used in repairing open trenching of pavement;
  - c. Limits of backfill and pavement replacement at all crossings of existing roadway surfaces not bored;
  - d. Location of all utilities to be encountered in construction. Sufficient copies of plans must be submitted for utility providers; and
  - e. Proof of plan approval by any other political subdivisions having jurisdiction over any aspect of the proposed development must be received prior to Construction Drawing approval.
5. A grading plan for the entire tract within the Preliminary Plat boundaries, showing all grading details pertaining to site development in plan or on cross section sheets. Specific details shall include, but shall not be limited to:
- a. Existing and proposed contours at 2-foot intervals. Contour intervals for Grading Plans greater than to 2 feet will require the recommendation and approval of the City Engineer (proposed contours may be omitted, provided sufficient spot elevations are shown);



- b. Site grading shall be compatible with ultimate roadway elevations;
  - c. Where required by the City Engineer, cross sections showing existing ground and finished grades plotted at a scale approved by the Building Official, City Engineer, typically of not less than 1" inch = 100' feet horizontal and 1" inch = 10' feet vertical;
  - d. Erosion Control Plan, as applicable, showing compliance with State and local requirements;
  - e. An address map incorporating lot numbers per the Final Plat and addresses in conformance with the City=s adopted address grid. The address map shall contain separate approval lines for the City Engineer;
  - f. Appropriate permit applications required by other governmental agencies;
  - g. Supporting engineering calculations as required by the City Engineer;
  - h. Benchmark information; and
  - i. Additional details required by the City Engineer.
6. Additional exhibits, as may be required by the Community Development Director.

**Return Form to:**  
**Building Department**  
**City of Villa Rica**  
**571 West Bankhead**  
**Villa Rica, GA 30180**  
**(770) 459-7000**  
**Fax: (770) 459-7003**

<p><b>For Department Use Only</b></p> <p>Case No: _____</p> <p>Filing Fee: _____</p> <p>Date Received: _____</p> <p>Pre-Application Conf: _____</p> <p>Staff Comments/Findings: _____</p> <p>Action and Date: _____</p> <p>_____</p> <p>_____</p>
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## PROCESS

