



CITY OF GUYTON

PO Box 99 Guyton, Georgia 31312
 Telephone – 912.772.3353 • Fax – 912.772.3152
 www.cityofguyton.com
Working Together to Make a Difference

Mayor
 Andy Harville
City Manager
 Bill Lindsey
City Clerk
 Moses Walker

DEVELOPMENT PLAN CHECKLIST

Project Name: _____ Project Number: _____

OFFICIAL USE ONLY

Date Received: _____ Date Reviewed: _____ Reviewed By: _____

The following checklist is designed to inform applicants of the requirements for preparing sketch plans for review by the City of Guyton. Applicants should check off items to confirm that it is included as part of the submission. **CHECKLIST ITEMS OMITTED CAN RESULT IN THE APPLICATION BEING FOUND INCOMPLETE AND THEREFORE DELAY CONSIDERATION BY THE BOARD.** This checklist should be submitted with the application.

No	Yes	N/A	
Project Information			
			1. Proposed name of development
			2. Names, addresses, and phone numbers of owner and applicant
			3. names, address, and phone number of person or firm who prepared the plans
			4. Property Deed
			5. Certification of Owner Consent
			6. Sidewalks, streets, alleys, driveways, parking areas, etc.
			7. Location map (approximately 1" = 100') and North arrow
			8. Date preparation and revision dates
			9. Acreage to be subdivided
			10. Legal documents
Existing Conditions			
			1. Location of all property lines
			2. Existing easements, covenants, reservations, and right-of-way
			3. Buildings and structures
			4. Sidewalks, streets, alleys, driveways, parking areas, etc.
			5. Existing utilities including water, sewer, electric, wells and septic tanks
			6. Natural or man-made watercourses and bodies of water and wetlands

			7. Limits of floodplain
			8. Existing topography
			9. Current zoning district classification and land use
			10. Level Three Soil Survey (if septic systems will be used for water treatment)
Proposed Features			
			1. Layout of all proposed lots with acreage
			2. Proposed need sidewalks, streets, alleys, driveways, parking areas, etc. (to include proposed street/road names)
			3. Development Phasing Plan
			4. Proposed zoning and land use
			5. Buffers
			6. Tree survey of buffer area
			7. Landscape plan for un-vegetated buffer areas
			8. Existing buildings and structures to remain or be removed
			9. Existing sidewalks, streets, driveways, parking areas, etc., to remain or be removed
			10. Proposed retention/detention facilities and storm-water master plan
			11. Wastewater infrastructure master plan (to include reuse infrastructure if proposed)
			12. Water distribution infrastructure master plan

The undersigned (applicant) (owner), hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

Applicant: _____ Date: _____

Owner: _____ Date: _____