



**PLANNING AND ZONING DEPARTMENT
ZONING ADMINISTRATOR (912) 756-3735**

SITE PLAN/PRELIMINARY PLAT/FINAL PLAT/BUILDING ELEVATION

**DEVELOPMENT
APPLICATION PACKET**

A black rectangular graphic with white text. At the top, it says 'Unified Development Ordinance' in a large, white, sans-serif font. Below that, in a smaller white font, it says 'iZone | Interactive Zoning'. Underneath the text are five colored squares: orange, red, grey, green, and blue. At the bottom of the graphic, it says 'Effective Date: September 7, 2022' in white text.

Unified Development Ordinance
iZone | Interactive Zoning

Effective Date: September 7, 2022

THE UDO IS AVAILABLE ONLINE: www.richmondhill-ga.gov

UPDATED 9-23-22

**DEVELOPMENT APPLICATION
PACKET CHECKLIST**

In order to expedite the review process, use this checklist to make sure you have filled out the applicable forms and submitted the required documents.

YES N/A

- Development Application
- Certification by Owner or Applicant
- UDO Review Checklist
- Site Development Plan/Final Plan (Include 2 copies and email PDF)
- Preliminary Plat/Final Plan (Include 2 copies and email PDF)
- Final Plat/Final Plan (Include 4 copies and email PDF)
- Building Elevations (Include 2 copies and email PDF)
- PUD: Concept Plan Final Plan (Include 2 copies and email PDF)
- MU-1: Concept Plan Final Plan (Include 2 copies and email PDF)
- MU-2: Concept Plan Final Plan (Include 2 copies and email PDF)
- Check(s) payable to the City of Richmond Hill for application fee(s)

EMAIL PDF(S) TO: rdykes@richmondhill-ga.gov and astyer@richmondhill-ga.gov

PRINT NAME

DATE

SIGNATURE

**CITY OF RICHMOND HILL
DEVELOPMENT APPLICATION**
Zoning Administrator: Amanda Styer (912) 756-3735
astyer@richmondhill-ga.gov

APPLICANT _____ PHONE _____

CONTACT PERSON: _____ PHONE _____

MAILING ADDRESS _____ EMAIL _____

PROJECT NAME _____ ACRES/LOTS _____ ZONE _____

PROJECT ADDRESS _____ TAX MAP/PARCEL _____

PLEASE CHECK ALL APPLICABLE REQUESTS:

- Site Development Plan Review/Final Plan PUD or Mixed Use (Commercial) \$100
- Building Elevations (Commercial, Apartments, Duplex, Townhomes) \$100
- PUD Concept Plan \$500 + \$10 x _____ acre(s) = \$ _____
- MU-1 Mixed Use Concept Plan MU-2 Mixed Use Concept Plan \$500 + \$10 x _____ acre(s) = \$ _____
- Preliminary Plat/Final Plan PUD or Mixed Use (Commercial & Residential Subdivision)
\$150 + \$10 x _____ lot(s) = \$ _____
- Final Plat/Final Plan PUD or Mixed Use (Commercial & Residential Subdivision)
\$150 + \$10 x _____ lot(s) = \$ _____

COMPLETED APPLICATIONS SHALL BE TURNED IN 7 DAYS PRIOR TO THE NEXT SCHEDULED MEETING TO BE PLACED ON AGENDA FOR REVIEW. AN APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL ALL REQUIRED DOCUMENTS AND FEES ARE RECEIVED BY THE PLANNING & ZONING DEPARTMENT.

-----DO NOT FILL OUT BELOW THIS LINE/FOR STAFF USE ONLY-----

ARCHITECTURAL REVIEW BOARD: N/A Ford Overlay District Gateway Overlay District

Agenda Date: _____ Approved: Yes w/conditions No Tabled

PLANNING COMMISSION: N/A

Agenda Date: _____ Approved: Yes w/conditions No Tabled

CITY COUNCIL: N/A

Agenda Date: _____ Approved: Yes w/conditions No Tabled

STAFF APPROVAL: N/A Yes No Date: _____

Comments:

Application # _____



CERTIFICATION BY OWNER OR APPLICANT

I, the undersigned, do hereby certify under penalty of perjury that I am the owner of the lands described within the foregoing application, and that the agent/applicant stated below is authorized by this owner to apply for the request in this application.

PRINT OWNER NAME

PHONE

EMAIL

SIGNATURE

DATE

PRINT AGENT/APPLICANT NAME

PHONE

AGENT/APPLICANT EMAIL

UDO DEVELOPMENT REVIEW CHECKLIST

Each Item Shall Be Checked Y or N/A

Division II – Zoning Districts

N/A Article 9 Mixed Use Districts

Y N/A

- Section 9.1 Purpose
- Section 9.2 Schedule of Uses
- Section 9.3 Area, Height and Placement Requirements
- Section 9.4 Additional Requirements
- Section 9.5 (C) 2 Concept Plan Requirements
- Section 9.5 (D) 1 Final Plan or Site Specific Plan
- Section 9.6 Development Review Criteria
- Section 9.7 Site Development Requirements

N/A Article 10 Planned Unit Development District

Y N/A

- Section 10.1 Purpose
- Section 10.2 Qualifying Conditions
- Section 10.3 Permitted Uses
- Section 10.4 Development Requirements
- Section 10.5 (B) 1 (a) Concept Plan
- Section 10.5 (B) 1 (b) Project Narrative
- Section 10.5 (C) 3 (a) Final Plan
- Section 10.5 (C) 3 (b) Project Narrative
- Section 10.8 Existing Planned Unit Developments
- Section 10.9 Site Development Requirements

Division III – Site Development Requirements

N/A Article 12 General Provisions

Y N/A

- Section 12.3 Lots
- Section 12.4 Setbacks
- Section 12.5 Structures

N/A Article 14 Parking and Loading

Y N/A

- Section 14.1 Purpose
- Section 14.2 General Requirements
- Section 14.3 Required Off-Street Parking Spaces
- Section 14.4 Off-Street Parking and Facility Design
- Section 14.5 Access Management
- Section 14.6 Traffic Impact Analysis
- Section 14.7 Off-Street Loading Requirement
- Section 14.8 Sidewalks and Non-motorized Pathways

N/A Article 23 Subdivision – Plat Specifications

Y N/A

- Section 23.2 Preliminary Plat
- Section 23.4 Final Plat

N/A Article 17 Site Development Plan

Y N/A

- Section 17.1 Purpose
- Section 17.5 Development Plan Requirements
- Section 17.6 Review Standards

Division IV – Subdivision of Land

N/A Article 22 Subdivision – Design Requirements

Y N/A

- Section 22.2 Streets
- Section 22.3 Easements
- Section 22.4 Blocks
- Section 22.5 Lots
- Section 22.6 Building Lines
- Section 22.7 Public Site and Open Spaces
- Section 22.8 Sidewalks and Crosswalks
- Section 22.9 Storm Sewers and Drainage
- Section 22.10 Utilities
- Section 22.11 Street Lighting
- Section 22.12 Fire Hydrants
- Section 22.13 Area Subject to Flooding
- Section 22.15 Subdivision Name and Entrances
- Section 22.16 Building Details for Townhomes

This checklist is not intended to be all encompassing. The applicant is responsible for making sure the proposed development meets or exceeds the requirements found in the City of Richmond Hill Unified Development Ordinance (UDO) and the Engineering Design Standards (EDS). The applicant is also responsible for making sure the proposed development meets or exceeds all state and federal requirements.

The UDO and EDS can be found at www.richmondhill-ga.gov