



**CITY OF BUFORD  
SITE AND BUILDING  
DEVELOPMENT ROUTE SHEET**

BUFORD PLANNING AND  
DEVELOPMENT DEPARTMENT  
2300 Buford Highway  
City Hall  
Buford, Georgia 30518  
Planning - 678-889-4629

TYPE OF PERMIT APPLIED FOR:

- |   |  |
|---|--|
| <input type="checkbox"/> Clearing Permit Only   | <input type="checkbox"/> Clearing & Grubbing Permit Only |
| <input type="checkbox"/> Grading Permit Only    | <input type="checkbox"/> Development Permit              |
| <input type="checkbox"/> Building Permit        |  |
| <input type="checkbox"/> Interior Finish Permit | <input type="checkbox"/> Revisions                       |

SUBMITTAL NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS  
/LOCATION: \_\_\_\_\_

PROJECT TYPE: \_\_\_\_\_ ZONING: \_\_\_\_\_

DISTRICT, LAND LOT, PARCEL ID: \_\_\_\_\_ ACRES: \_\_\_\_\_

BUILDING SQUARE FOOTAGE: \_\_\_\_\_

OWNER/  
DEVELOPER: \_\_\_\_\_ PROJECT  
CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE # \_\_\_\_\_ PHONE # \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

EMAIL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**This route sheet shall be completed by the plan preparer in its entirety and submitted with each submittal or re-submittal. Applicant is responsible for providing all of the plans and supporting documentation as required below for a complete application. The City shall notify applicant by email no later than five (5) business days after receipt of application as to whether the submitted documents meet the requirements of a complete application. Regulatory action shall be completed within thirty (30) calendar days of receipt of the initial application. Each resubmittal shall incur an additional five (5) business days to issue the requested permit or to provide a second written notice of plan deficiencies to the permit applicant. All resubmittals require a narrative indicating how and where the review comments were addressed.**

**Site Development Permit Items**

- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Grading & Drainage Plan
- \_\_\_\_\_ Utility Plan
- \_\_\_\_\_ Erosion Control Plan
- \_\_\_\_\_ Tree Protection Plan
- \_\_\_\_\_ Stormwater Report
- \_\_\_\_\_ Plan Review Fee

**Clearing Permit Only Items**

- \_\_\_\_\_ Erosion Control Plan
- \_\_\_\_\_ Tree Protection Plan or Bond
- \_\_\_\_\_ Plan Review Fee

**Grading Permit Items**

- \_\_\_\_\_ Grading Plan
- \_\_\_\_\_ Erosion Control Plan
- \_\_\_\_\_ Tree Protection Plan or Bond
- \_\_\_\_\_ Stormwater Report
- \_\_\_\_\_ Plan Review Fee

**Clearing & Grubbing Permit Only Items**

- \_\_\_\_\_ Erosion Control Plan
- \_\_\_\_\_ Tree Protection Plan or Bond
- \_\_\_\_\_ Plan Review Fee