



**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:

[]	Clearing Permit Only	[]	Clearing & Grubbing Permit Only
[]	Grading Permit Only	[]	Development Permit
[]	Building Permit		
[]	Interior Finish Permit	[]	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 Development Plans
_____ LDP Checklist (with applicant verification and the sheet # comment is addressed)
_____ Comment Response Letter (For Re-Reviews)
_____ Stormwater Report
_____ Plan Review Fee
_____ Digital copy of plans and stormwater report emailed to kwplanreviews@keckwood.com

Grading Permit Items

_____ Grading Plan
_____ Erosion Control Plan
_____ Tree Protection Plan or Bond
_____ Stormwater Report
_____ Plan Review Fee
_____ Digital copy of plans and stormwater report emailed to kwplanreviews@keckwood.com

Clearing Permit Only Items

_____ Erosion Control Plan
_____ Tree Protection Plan or Bond
_____ Plan Review Fee
_____ Digital copy of plans and stormwater report, if applicable, emailed to kwplanreviews@keckwood.com

Clearing & Grubbing Permit Only Items

_____ Erosion Control Plan
_____ Tree Protection Plan or Bond
_____ Plan Review Fee
_____ Digital copy of plans and stormwater report, if applicable, emailed to kwplanreviews@keckwood.com