



**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 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