

# DEVELOPMENT REVIEW COMMITTEE APPLICATION



**Department of Planning and Development**

Planning Division

535 Telfair Street, Suite 300

Augusta, GA. 30901

(706) 821-1796

**Note: Only Completed Applications will be accepted**



## **Augusta Planning and Development Department**

### **DRC Application (Overview)**

#### **Development Review Committee Application**

Once submitted, Planning & Development will review the information to ensure it is complete and meets the requirements outlined above. Requests that are complete and received before 5 p.m. on the third Wednesday of the month will be scheduled for a 30-minute time slot on **the fourth Wednesday** afternoon of the month during the DRC meeting time (generally 1:30 p.m. to 4:00 p.m.). Each 30-minute time slot will cover a single development request.

Please note that 30-minute time slots are on a first-come / first-served basis and that there are only 5 time slots per month. Should the DRC agenda be full for a particular month, we offer the ability for a potential applicant to come in at 1:30 and wait for an “on call” slot – either time where a scheduled applicant finished earlier than their 30-minute time allowance or a 30-minute time slot resulting from a “no show”.

Incomplete requests will not be scheduled until all required information has been provided.

For prospective projects that are in the initial stages of fact finding and for which no proposal has been solidified, it is recommended that an appointment be set with the appropriate department or division to discuss generalities. Staff will assist you with general questions about development or initial inquiries about the possible uses for a property.

Additionally, a Consultation Request / Due Diligence meeting may be requested through the Planning & Development Department.

We welcome the opportunity to assist you with your project.



# Augusta Planning and Development Department

## DRC Application (Page 1 of 2)

### Development Review Committee Application

**In order to make an application to the DRC you must submit the following:**

- Development Plan / Site Plan / Concept Plan / Sketch Plan of proposed project
- Aerial view of subject property from Augusta’s Geographic Information System (GIS)
- Aerial view of subject property from Augusta’s Geographic Information System (GIS) showing zoning
- Aerial view of subject property from Augusta’s Geographic Information System (GIS) showing topography
- Aerial view of subject property from Augusta’s Geographic Information System (GIS) showing floodplain, wetlands and other distinguishing features of the property
- Proposed floor plan, if applicable
- Proposed exterior elevations
- Proposed signage

Requestor: Applicant /Petitioner’s / Engineer’s Information	Property Owner Information
Name: _____	Name: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____
Phone: _____	Phone: _____
Primary Contact Person Name: _____ Phone: _____ Email: _____	
Petitioner/ Applicant is the: (please check or circle one of the following): <input type="radio"/> Property Owner <input type="radio"/> Contract Purchaser <input type="radio"/> Owner’s Agent <input type="radio"/> Owner’s Engineer <input type="radio"/> Owner’s Attorney	



**Augusta Planning and Development Department**

**DRC Application  
(Page 2 of 2)**

Address of Property: \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_

Description of Proposed Development: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Zoning: \_\_\_\_\_ Commission District: \_\_\_\_\_

Petitioner's/ Owner's Signature: \_\_\_\_\_

Petitioner's Phone: \_\_\_\_\_

\*\*\*\*\*

**Planning & Development Use Below Only**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date to be heard at DRC: \_\_\_\_\_ DRC Case#: \_\_\_\_\_

Zoning Cases Associated with subject property: \_\_\_\_\_

HPC? Yes / No

PDR? Yes / No

CBD? Yes / No

Within 3000 of Fort Gordon? Yes / No

Affected by / in Columbia County? Yes / No

Floodplain? Yes / No

Floodway? Yes / No

Wetlands? Yes / No