



This checklist must be completed and submitted with each permit application. Please check **every** item as either “Y” for items that are required and are included with the application, “N” for items that are required but are not included with the application or “NA” for items that are not applicable to this application.

**Information and Supporting Documentation Required for a Complete Application**

Y   N   NA

- Signed Site Development Permit Application
- Signed Complete Application Checklist (*this form*)
- Plan Review Fee Payment
- Project Narrative Letter Describing the Development

**Signed & Completed Site Development Permit Plan Review Checklists:**

- Signed Checklist for Streets & Traffic
- Signed Checklist for Greenscapes
- Signed Checklist for Fire

**All Required Additional Approvals:**

- EPD **Cleanup Complete Certification** letter for remediation of a landfill, if applicable
- Railroad encroachment approval, if applicable
- Development of Regional Impact (DRI) report, if applicable
- Special Use variance or approval, if applicable
- Planning Commission approval where applicable
- City Council approval where applicable
- Encroachment Petition approval, if applicable (*Required for any item or structure that extends beyond private property and onto City property. Encroachments can be above, below or on the earth's surface.*)

**Specific Development Plans (Construction Plans) Signed & Sealed by a Registered Engineer (Select one):**

- Paper Submittal: 8 legible copies of the Specific Development Plan
- OR**
- Electronic Submittal: 1 electronic PDF copy of the Specific Development Plan



**Traffic Engineering Submittals** (Call (912) 650-6600 for additional information)

Y N NA

- Sight Distance Certification Letter
- Photometric Site Lighting Plan, if required

**Greenscapes Submittals** (Call (912) 650-6610 for additional information)

Y N NA

- Arborist Report – a Level II report prepared by an ISA Certified Arborist analyzing all trees found on site within or adjacent to construction limits that might qualify as “Specimen” or “Exceptional” pursuant to Sec. 8-11005(9) & (10), L&TPO, unless exempt per City of Savannah Code of Ordinances (Contact Greenscapes for additional information).

*Please note: Supplemental information may be required during plan review to address deficiencies.*

**STATEMENT OF APPLICATION COMPLETENESS:**

Pursuant to the requirements established by Georgia Law Section §8-2-26, I am submitting all documents checked “Y” above for review and approval.

To facilitate compliance with this law, I am certifying that I understand all of the information and supporting documents required for a complete application, and **I hereby certify one of the following as it applies to this application:**

- All required documents are complete and included with this submittal. I understand the City will determine the completeness of this application and notify me of their finding within five business days.
- One or more documents required for a complete submittal are not included with this application. I request that the City begin the plan review process for this application while the outstanding items are completed. I acknowledge that the plan review times outlined in Georgia Law Section §8-2-26 will not apply and the permit cannot be issued until the remaining documents are submitted, reviewed and approved by the City.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date