



## Special Use Permit Checklist

Pursuant to O.C.G.A. § 8-2-26, this checklist must be completed and submitted with each permit application. Please check **every** item as either “Y” for items that are included with the application or “N” for items that are not included with the application. Items without an “N” checkbox are minimum requirements initially due with the application if applicable.

### Required Forms & Documents

Y N

- Signed Application;
- Complete Application Checklist (*This Form*);
- Letter of Authorization: If the applicant is the agent of the property owner, the agent shall file, simultaneously with the petition, a notarized letter signed by the owner, authorizing the agent to file on his behalf. No application shall be accepted which fails to meet this requirements;
- Disclosure of Campaign Contributions pursuant to O.C.G.A. § 36-67A-3 within 10 days after filing;
- Special Use Permit Review Criteria Form;
- A scaled dimensioned map, plat or sketch of the subject property of the application, all adjoining lots or land which are in the same ownership and indicate nearby public roads in common use;
- A legal description of the subject property by lot, block, and subdivision designations, or if none, by metes and bounds.

### All Required Meetings

Y N

- Prior to the submittal of an application for a Special Use Permit, the applicant shall participate in a pre-application conference with the MPC and City planning staff.

### All Required Information

- Applications shall be signed and shall state the name and address of the applicant, who must be the owner of the property or the authorized agent or attorney of the owner of the subject property;
- The name and address of the owners of the subject property;
- The property identification number from the tax records of Chatham County;
- The present zoning district for the subject property;
- The reasons for requesting a special use permit;
- The area of the subject property proposed to obtain a Special Use Permit stated in SF if less than one acre and in acres if one or more;
- The present and proposed land uses of the property petitioned for the Special Use Permit and all adjoining properties if under the same ownership;
- The community or area in which is located the subject property proposed obtain a Special Use Permit and the street number, if any, or if none, the location of nearby public roads in common use.

## Optional

Y N

- Neighborhood Meeting Form at least 14 days before the Planning Commission Meeting;
- The Neighborhood Meeting shall occur at least 7 days before the Planning Commission Meeting;
- Concept Plan.

## Electronic or Digital

Y N

- A scaled dimensioned map, plat or sketch of the subject property referred to in the application, all adjoining lots or land which are in the same ownership and indicate nearby public roads in common use;
- A legal description of the subject property by lot, block, and subdivision designations, or if none, by metes and bounds (Original not scanned if produced electronically);
- Concept Plan (Original not scanned if produced electronically).

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

### **Statement of Application Completeness:**

Pursuant to the requirements established by O.C.G.A. § 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 O.C.G.A. § 8-2-26 will not apply and the permit cannot be issued until the remaining documents are submitted, reviewed and approved by the City.

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Signature of Petitioner or Petitioner’s Agent

Printed Name

Date