



# City of Pooler

## Site Plan Submittal:

All land development activities other than residential one and two family structures, regardless of zoning district must go through the site plan approval process.

- The fee for this process is \$1,000.00
- Four (4) sets of completed plans including **landscaping**
- Lighting Plan
- Tree Survey prepared by a registered land surveyor that accurately locates all trees onsite and up to 20' offsite on all sides. List trunk diameter at 4.5' above grade and species type.
- (2) Hydrology Reports (one for the review engineer and one for the City Planner)
- Execute an inspection and maintenance agreement and plan that shall be binding on all subsequent owners of the site, **unless** the Stormwater Management System is dedicated & accepted by the City of Pooler
  - Private – Yes \_\_\_\_\_ or No \_\_\_\_\_
- Property owner authorization form signed and notarized **(\* if this is not included, the application will not be processed and no reviews will begin)**
- Proof taxes have been paid in full **(\* if this is not included, the application will not be processed and no reviews will begin)**
- EPD Approval Required - **YES or NO**
- NRCS Approval Required \_\_\_\_\_ If so, date submitted \_\_\_\_\_
- Does this project trigger a DRI? \_\_\_\_\_ **YES or NO**
- All forms, fees and completed applications **MUST** be submitted to the Zoning Administrator at least 30 days prior to the next Planning & Zoning Meeting.

Please note, if the submittal is incomplete, your application will not be processed.

**The following packet contains the necessary forms to be completed for approval process:**

1. City of Pooler Site Plan Application. (2 sheets)
2. Site Plan Check-list.
3. Authorization of Property Owner form.
4. Proof taxes are up to date.
5. Scheduled Meeting dates for Mayor & Council and Planning & Zoning.
6. Site Plan approval does not constitute approval of any other zoning action or permit.
7. For restaurants that will be serving alcoholic beverages, by the drink, please refer to Chapter 6, Article I, Section 6-11 of The Code of Ordinances of the City of Pooler for requirements.

8. Process:

Upon submittal of the site plans, the Zoning Department will review for noticeable discrepancies and determine if there is a need to apply for other zoning actions. Site plans are also forwarded to the City Engineer, the Public Works Department and the Fire Chief for review. Once the applicant addresses all or less than ten of the engineering comments, the plan will be placed on the next P&Z agenda for recommendation, if no revisions are needed, it will move to the next regularly scheduled Mayor & Council agenda.

*If you have questions concerning this information, please contact Kimberly Classen, Zoning Administrator at (912)748-7261 or via email at [kclassen@pooler-ga.gov](mailto:kclassen@pooler-ga.gov)*