

# *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 \$400.00
- Four (4) sets of completed plans including landscaping.
- All forms, fees and completed applications **MUST** be submitted to the Zoning Administrator at least 30 days prior to the Planning & Zoning Meeting.

## **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. Scheduled Meeting dates for Mayor & Council and Planning & Zoning.
5. Site Plan approval does not constitute approval of any other zoning action or permit.
6. Process:

Upon submittal of the site plan, the Building Official will review the site plan for noticeable discrepancies and determine if there is a need to apply for other zoning actions. The site plan is then forwarded to the City of Pooler Engineer. Once the engineer has submitted comments to the Building Official, the site plan shall be placed on the agenda of the next planning commission meeting. Until the applicant addresses all of the engineer's comments and the site plan is satisfactory, the Mayor & Council will not review the plan. However, once the first public meeting is held before the planning commission, site plan approval may commence at any scheduled meeting of the Mayor & Council.

If you have questions concerning this information please contact Mrs. Jackie Carver, Zoning Administrator @ 912-748-7261.