



Chatham County Site Plan Application

1117 Eisenhower Drive
Savannah, Georgia 31406
Phone: (912) 201-4300 / Fax: (912) 201-4301
www.chathamcounty.org

1) Proposed Project Name: _____

2) Purpose: ___ Multi-family (3+ units) ___ Office ___ Commercial
 ___ Institutional ___ Industrial Other: _____

3) Submittal Type: ___ General Development Plan ___ Master Plan
 ___ Specific Development Plan ___ Amendment of an existing plan
 ___ Revision to original submittal

4) Property Description: Property Identification Number (PIN): _____

Address or General Street Location (nearest street intersections): _____

For the proposed use, provide:

5) Total Area of Subject Property (acres): _____ 6) Area to be Disturbed (acres): _____ 7) Proposed Building Area (sq. ft.): _____

8) Total Area of Project (acres): _____ 9) Current Zoning District(s): _____ 10) Water/Sewer Provider: _____

11) Property Owner(s): Name(s): _____
 Address: _____
 City, State, Zip: _____
 Telephone: _____ Fax: _____
 E-mail address: _____

12) Agent/Contact Person: Name / Firm: _____
 Address: _____
 City, State, Zip: _____
 Telephone: _____ Fax: _____
 E-mail address: _____

15) Fee Schedule

All fees are payable to Chatham County and must be paid at the time of application submission. **These are MPC fees only.** A Land Disturbance Permit application and fee must be submitted separately. Review / permit fees for other departments may apply.

General & Specific Development Plans: $\frac{\$750}{\text{Base Fee}} + \frac{\text{No. of Acres} \times \$50}{\text{Total}} = \underline{\hspace{2cm}}$

Master Plan: $\frac{\$2,500}{\text{Base Fee}} + \frac{\text{No. of Lots} \times \$25}{\text{Total}} = \underline{\hspace{2cm}}$

Sign Plan: \$155 Total

Revision to an Approved Site Plan: \$200 Total
(Within one year of approval)

Amendment to an existing PUD (Master Plan): $\frac{\$1,100}{\text{Base Fee}} + \frac{\text{No. of Acres} \times \$155}{\text{Total}} = \underline{\hspace{2cm}}$

Re-review Fee: \$200 for each review after the third review

Continuance Fee: Required when an applicant removes an item from a Planning Commission agenda. No fee shall be charged prior to advertising or mailed notification. The fee shall be \$150 after advertising or mailed notification has occurred and prior to 5pm on the Tuesday preceding the MPC meeting, after which the fee shall be \$200.

16) Application Checklist

This checklist must be completed and attached to the site plan submittal. Mark each applicable item to indicate that the information is provided on the site plan. If an item does not apply, note with the "n/a" symbol. This is a list of the minimum requirements for a General Development Plan. More information may be required after staff review.

A. Forms and Documents

- _____ Complete application form with payment of fee(s) or receipt
- _____ Three (3) full-size copies (minimum 18" x 24") of the General Development Plan (Site Plan) or Master Plan in accordance with Section 4-6.53(2) (*see #17 Submittal Instructions for details*)

B. General Plan Items

- _____ Plan labeled with submittal type (*i.e., General Development Plan, Master Plan, etc.*)
- _____ Project name (*The project name must appear on every sheet and be consistent with the name on the application. A change of the project name shall include the current and former name.*)
- _____ Property address, if available
- _____ Date plan prepared (*Provide revision dates, when applicable and identify revisions made*)
- _____ Vicinity map with north arrow
- _____ Scale (*Engineer's scale only – Scale should not be smaller than 1" = 50'*)
- _____ North arrow
- _____ Property Identification Number(s) (*If the proposed development includes more than one lot of record, all PINs must be shown on the plan to verify zoning.*)
- _____ Property lines of subject property (existing and/or proposed) and adjacent properties
- _____ Identification of contact person (*Name, address, phone and fax numbers must be provided on the plan.*)
- _____ Total acreage (*and total disturbed area, if different*)
- _____ Identification of all existing and proposed public and private rights-of-way within or adjacent to the subject property
- _____ Proposed land uses
- _____ Net residential density (if applicable)
- _____ Open space, wetlands and recreational space
- _____ Legal description provided in warranty deed if property has not been surveyed
- _____ Location of stormwater detention areas, streams, natural drainage ways, wetlands, channels or other waterways on the property
- _____ Flood Zone (from most recent FIRM maps)
Note: Fill mitigation may be required for fill placed below the level of the 100-year floodplain. *Contact the County Engineer for more information.*
- _____ Contours (*can be from County's Lidar data for general plans only*)
- _____ Datum reference of elevations
- _____ Location of any existing and proposed freestanding signage

C. Zoning District(s), Land Use(s) and Use Performance Standards

- _____ Zoning district(s) *(Refer to the Official Zoning Map, not the County Tax Assessor’s database)*
- _____ Proposed land use(s) *(Refer to the appropriate land use schedule to determine if the proposed use is allowed. For Residential & Conservation / Recreational districts, see Section 4-5.1. For Business & Industrial districts, see Section 4-5.2. For PUD districts, see Section 4-6.6.)*
- _____ Performance standards *(Determine if the proposed use has any performance / use standards that must be incorporated into the plan. See applicable land use schedule or PUD section.)*

D. Adjacent Property Information

- _____ Name of each adjacent owner
- _____ Existing land use(s) and zoning of adjacent properties
- _____ Buildings within 100 feet of property lines

E. Development Standards

Refer to Section 4-6 to determine if the subject property meets minimum development standards. For PUD-zoned properties, refer to the appropriate PUD section following Section 4-6.6. Some zoning districts have their own section within the zoning ordinance. Refer to the Table of Contents.

- _____ Acreage and property dimensions for all lots within the project
- _____ Setbacks for front, side and rear yards *(The required setbacks must be shown on the plan. If no setback is required, indicate on the plan.)*
- _____ Maximum height *(The proposed height of the development must be shown on the plan if required by the zoning district or if the property is zoned PUD.)*
- _____ Density *(If the development contains residential uses, the proposed density must be shown on the plan. Density requirements may be found in Sections 4-1, 4-6 and 4-6.6.)*
- _____ Maximum building coverage percentage *(This must be shown if required by the zoning district or if the property is zoned PUD.)*
- _____ Existing and proposed building footprint dimensions
- _____ Indicate how water and sewer services will be provided

F. Easements

- _____ All existing and proposed easements *(Indicate type of easement, including those for billboards)*
- _____ Contact name, address and phone number of easement holder(s) on plan
- _____ Easement recordation *(Provide the Official Record Book and Page Number where any easements shown on the plan are recorded.)*

G. Traffic Circulation and Parking Standards

Refer to Section 6, Off-Street Parking and Loading Requirements. For assistance, contact County Engineering at 652-7800 or the MPC at 651-1440.

- _____ Appropriate driveway widths, alignment and radii
- _____ Required and proposed parking space calculations *(show leasable area calculation, if required)*
- _____ Parking lot layout including appropriate parking space dimensions
- _____ Row(s) of parking not in excess of 12 spaces without a landscape island *[refer to the Land Disturbing Activities Ordinance (LDAO)]*

- ___ Display, freight and/or loading spaces
- ___ Width of existing streets including County rights-of-way
- ___ Proposed building or landscaping must not impair emergency vehicle access (*i.e. fire trucks*)
- ___ Opposing internal and external driveway(s) shown
- ___ Sight distance (*Consider if landscaping, signage, etc. will block sight distance. The plan must certify that adequate horizontal and vertical sight distance will exist. Refer to ASSHTO requirements for assistance.*)
- ___ Appropriate internal circulation and channelization for vehicles and delivery trucks
- ___ Existing and proposed curb cuts

Note: If a project will damage traffic control cables, require the relocation of signal poles or a change to a traffic signal, an appointment must be made with the County Department of Engineering staff or County Engineer. Also, some projects may require a traffic study. Call the County Department of Engineering at 652-7800 for assistance. If a project is located on a state roadway, Georgia Department of Transportation (GDOT) regulations apply. For assistance, call GDOT at (912) 651-2144.

H. Greenspace, Landscaping and Tree Quality Points

A Landscape Plan is not required with the General Plan. However, the items listed below must be shown. Refer to the Land Disturbing Activities Ordinance (LDAO) for additional information. The ordinance can be viewed online via the Chatham County website (www.chathamcounty.org/engineering.html). For assistance, contact the County Arborist at 652-7800 or MPC staff at 651-1440.

- ___ Required and proposed greenspace percentage (*minimum of 20% required*)
- ___ Required Tree Quality Points, including retained trees (*minimum of 1600 points required per acre of disturbed area*)
- ___ Required Landscape Quality Points (*minimum of 400 points required per acre of disturbed area*)
- ___ Required Parking Area Tree Quality Points, including retained trees (*minimum of 1200 points required per acre of parking area*)
- ___ Required Parking Area Landscape Quality Points (*minimum of 400 points required per acre of parking area*)
- ___ Landscape islands in parking area (*No more than 12 parking spaces in a row allowed without a landscaped island. Islands must be a minimum of 400 square feet or permeable area with a minimum width of 16 feet to support a canopy tree.*)
- ___ Conceptual planting plan (*if known at the General Plan stage*)
- ___ Accurately locate all trees to be retained on-site and existing trees within adjacent rights-of-way by common species name and size (*if known at the General Plan stage*). *Tree protection zones must be shown for all preserved trees.*

Note: When preparing the Landscape Plan, also consider the following:

- 1) that trees cannot be planted within 10 feet of underground or overhead utilities and buildings*
- 2) the long-term viability of the proposed landscaping (i.e., the appropriateness of plants and trees based on climate, soil, spacing, irrigation, proximity to impermeable area, etc.)*
- 3) a permanent water source is required within 100' of all new plantings*

I. Visual Buffers and Screening

Refer to Section 3-12. This section does not apply to uses or zoning districts where more restrictive screening and buffering elements are required elsewhere in the Zoning Ordinance. Where a conflict exists, the more restrictive requirement applies. For assistance, contact MPC staff at 651-1440.

Type of Buffer (if required)

- ___ Type "A" ___ Type "B" ___ Type "C"
- ___ Type "D" ___ Type "E" ___ Type "F" ___ Type "G"

J. Dumpster / Compactor Location(s)

- _____ Dumpster / compactor location(s)
- _____ 40 foot maneuvering clearance

K. Exceptions and Modifications

The following Sections may apply to a development. Refer to the Chatham County Zoning Ordinance regarding the following circumstances.

- _____ Walls and Fences (Section 5-1). Information regarding the height of walls and fences within “R” (Residential) districts.
- _____ Structures Excluded from Height Limitations (Section 5-2). Information regarding the various structures excluded from height standards.
- _____ Reduction of Front Yard Setback Requirements (Section 5-3). Information regarding the possible reduction of the required front yard setback when the subject property is located in an “R” district.
- _____ Substandard Lots of Record (Section 5-4). Information regarding existing substandard lots (two or more) that are adjoining, under one ownership, less than 5,000 square feet in area and are less than 50 feet wide. Also, information regarding lots that are less than 40 feet wide.
- _____ Group Development Projects (Section 5-5). Information regarding two or more principal buildings located on the same lot.

L. Other Information

The following items may or may not be applicable to all projects.

- _____ Mailbox location for multi-family developments
- _____ Traffic impact analysis *(Required for any proposed development that abuts a roadway with a level of service that is less than C and/or where, in the opinion of the County Engineer, the proposed development will adversely impact the existing traffic volume or pattern.)*

M. Specific Development Plan Elements.

These items are optional for a General Development Plan submittal, but are required at the time of a Specific Development Plan submittal. All General Development Plan requirements must be incorporated into the Specific Development Plan (construction plans).

- _____ *Site improvements.* Detailed Landscape Plan including tree protection measures, layout of underground utility systems, design of the dumpster/compactor enclosure and any fences (including height, materials and colors), exterior building elevations (including height, materials and colors), reasonable on-site and off-site traffic improvements as required by the MPC in order to maintain a level of service acceptable to the County Engineer. Acceptance of the project by the County Engineer and the water and sewer provider shall be required prior to issuance of a land disturbance permit.
- _____ *Other improvements.* Exterior Lighting Plan (including fixture design), building exterior elevations (including height, materials and colors). Approval of these elements is required prior to issuance of a building permit.
- _____ *Signage Plan.* Existing and proposed sign location and sign dimensions, design and colors pursuant to Section 7 of the Chatham County Zoning Ordinance. Approval of a Signage Plan is required prior to issuance of a sign permit.
- _____ Certification stamp *(In accordance with Georgia state law, the plan must be certified by an engineer registered in the state of Georgia.)*

17) Submittal Instructions

- A. The application form and checklist must be filled out completely. Incomplete applications will not be processed until all required information is received.
- B. If MPC Board review is required, the application must be received by the MPC staff at least twenty-one (21) calendar days prior to the MPC meeting at which the project is to be considered. The MPC calendar is available online at www.thempc.org.

The MPC staff must receive a site plan application for any project that involves one or more of the following: 1) one or more variances are requested; 2) it abuts a collector or arterial street as identified by the Street Classification Map within the Chatham County Zoning Ordinance; 3) is located within a Planned ("P") or a Planned Unit Development (PUD) zoning district; 4) is within an existing or proposed group development; or 5) the Chatham County Zoning Ordinance requires the site plan submittal for the proposed use.

- C. Applications must include three (3) full size prints for County submissions. All applications must also include an 8½ x 11 reduction. Prints must be folded with title block visible. Rolled prints will not be processed. If the General Plan must be reviewed by the MPC Board, MPC staff will contact you. Staff will then request an additional 17 full-size copies and one 8½x11 reduction for the MPC meeting at that time.
- D. Submit all Chatham County plans and the completed application to Building Safety and Regulatory Services, 1117 Eisenhower Drive, Savannah, GA 31412. Checks for County fees must accompany the submittal.
- E. If the project is on city of Savannah water and sewer one (1) copy of the development plan will be required to be submitted to City Engineering for review by the City.
- F. Applicants are encouraged to discuss their plan with representatives of County Engineering (infrastructure, landscaping and traffic) and with MPC staff (zoning), prior to its submission. Each Wednesday at 9:00 a.m., representatives of these offices meet at the County Engineering Department in Room 430 of the Old County Courthouse (124 Bull Street). The meeting is open to the public. Visitors are heard on a first-come, first-served basis.

18) Development of Regional Impact (DRI)

The Georgia Department of Community Affairs (DCA) is required to review site plans and subdivisions of a large scale that exceed specified threshold levels and are likely to have effects outside of the local government's jurisdiction in which they are located. This review must be completed prior to review and approval by the City review departments, including MPC.

To determine if your project qualifies as a DRI, you may visit DCA's website at <http://www.grta.org/dri/home.htm>. All DRI applications for DCA review must be submitted to the MPC.

19) Overview of the General Plan Process

The developer and/or a design professional should meet with the Development Review Team prior to submitting a General Plan. Next, the General Plan is submitted to the Building Safety and Regulatory Services office for circulation to applicable departments for review.

Applicants must use the attached General Plan checklist to ensure that the plan addresses the requirements of the various review agencies. Review comments will be made within 10 working days. Some projects may require approval by the MPC Board or the Zoning Board of Appeals (ZBA). MPC staff will coordinate this process. Deadline dates for MPC and ZBA hearings apply. The MPC and ZBA calendars are available online at www.thempc.org.

If approval by the MPC Board or the ZBA is not required, but a revision is necessary, staff review comments should be addressed and the plan should be resubmitted to the Building Safety and Regulatory Services office with a copy of the first page of the application. The revision should address comments from all review departments at the same time.

After the General Plan is approved, the project moves to the Specific Plan stage which includes construction drawings and site calculations. Once all applicable reviewers approve the Specific Plan, the Engineering Department and MPC notify the Department of Building Safety and Regulatory Services (BSRS). Contact BSRS for the process to obtain a building permit. After site and vertical construction are complete and inspections have been passed, a Certificate of Occupancy is issued by BSRS.

20) Additional Site Plan Assistance

Development policies (Engineering Policy, Soil Erosion and Sediment Control Ordinance, Land Disturbance Activities Ordinance, Stormwater Management Ordinance, Flood Damage Prevention Ordinance, Streetlight Ordinance) can be obtained from the County Engineering Department or viewed via the Development Information webpage at www.chathamcounty.org/engineering.html. The Chatham County Zoning Ordinance can be viewed online at www.thempc.org. Contact the MPC Zoning Secretary at 651-1460 if you need assistance.

21) Additional Contact Information

Contact	Phone (912-)	Fax (912-)
Building Safety & Regulatory Services (Permitting)	201-4300	201-4301
City of Savannah Water and Sewer	651-6573	650-7839
City of Savannah Development Services Administrator	651-6510	651-6519
County Arborists (Commercial & Residential)	652-7800	652-7818
County Engineering (Infrastructure)	652-7800	652-7818
County Zoning Administrator	201-4300	201-4301
Georgia Department of Transportation	651-2144	651-2748
Historic Preservation Officer (City of Savannah)	651-1440	335-5922
Metropolitan Planning Commission and SAGIS	651-1440	335-5922