



**Glynn County Community Development Department**  
**1725 Reynolds St., Suite 200**  
**Brunswick, GA 31520**  
**(912)554-7428**  
[www.glynncounty.org](http://www.glynncounty.org)

## Site Plan Checklist

Project Name: \_\_\_\_\_

Planning Commission review of a site plan is required for certain situations per the Zoning Ordinance. When required, a site plan compliant with Article VI, Section 619.2 of the Glynn County Zoning Ordinance shall be prepared by a surveyor, landscape architect, engineer or architect registered in the State of Georgia.

### Items to be addressed prior to submittal of site plan package:

1. Application fee
2. Completed and signed application
3. Completed Site Plan Checklist
4. Agent Authorization form
5. 2 – hard copy and 1 – electronic copy of site plan
6. Tree plan (if required)

The following items are required for a complete submittal by identifying the sheet number (**do not use check marks**) and note number, if applicable. For information that does not apply, indicate as such as 'NA.'

		Sheet	Note #
1	Name of project and name of owner of the property		
2	Names of project planner and developer and contact information		
3	North arrow		
4	Date, including all revision dates		
5	General location map		
6	Total area and development area in acres		
7	Zoning District and any zoning variances or conditions. If a project is in a Planned Development district, the name of the planned development and the date it was approved		
8	Zoning of contiguous properties and existing uses on contiguous property;		
9	Boundary survey of the site with dimensions and bearings referenced to a permanent marker		
10	Existing topography at one (1) foot contour intervals or spot elevations often enough to adequately determine the slope of the site		
11	Flood zone boundary lines and flood hazard area statement		

		Sheet	Note #
12	Existing and proposed easement locations and uses including the holder of the easement and any restrictions imposed by the easement		
13	Required yards (building setbacks)		
14	Existing streets, buildings, water bodies, beaches, dunes and marsh boundary line, and development setback line		
15	Existing water lines, sewer lines, and fire hydrants		
16	Existing storm water drainage structures		
17	Proposed locations of storm water management areas, if required		
18	Locations, dimensions, building area, and uses of all proposed buildings and structures. Indicate building overhangs including, but not limited to, balconies, cantilevers, eaves, and bay windows		
19	Conceptual building elevations		
20	Location of any existing or proposed underground storage tanks		
21	Curb cuts, vehicular access and circulation		
22	Pedestrian and other types of circulation		
23	Off street parking and loading areas and dimensions		
24	Recreation areas		
25	Buffer dimension and composition		
26	Refuse collections areas		
27	Proposed and existing sign locations		
28	Project phasing, if applicable		
29	All trees with a trunk diameter of twenty-four (24) inches or more, measured four and five-tenths (4.5) feet up from the ground		
30	Outdoor lighting arranged in a manner which will protect the highway and neighboring properties from direct glare or hazardous interference of any kind		
31	Location of existing graves		
32	Signed seal of the design professional		

Other required information that may be presented separately or on the Site Plan (619.2(b))

		Sheet	Note #
1	Tabulation of the project density in dwelling units per net acre, if applicable		
2	Tabulation of site coverage, allowed and proposed		
3	Tabulation of impervious surface coverage		
4	Tabulation of the number of required parking and loading spaces, required and proposed		
5	A statement describing the character and intended use of the development		

6	If common facilities, including, but not limited to, recreation areas, private streets, and common open spaces to be provided. Statements as to how they will be provided and maintained shall be submitted.		
7	Description or drawing of the proposed water and sewer system		
8	Description or drawing of the proposed storm water drainage system		
9	Elevation of proposed buildings for multifamily, commercial, office or industrial sites		