



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

## Rezoning Sketch Plan Checklist

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

A Sketch Plan shall be included with the application when requesting a change to zoning.

**Requests for Planned Development, Planned Commercial and Restricted Neighborhood Commercial will require additional information as outlined in the Zoning Ordinance.**

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

1. Application fee
2. Completed and signed application
3. Completed Rezoning Checklist
4. Agent Authorization form (if required)
5. Copy of deed
6. 2 – hard copy and 1 – electronic copy of an accurate survey and a sketch plan
7. If rezoning to/or amending a Planned Development zoning (PD) provide a copy of the PD text and:
  - a. Sites Less than 3 acres:
    - i. Site plan drawn to scale of not less than 1"=50' (prepared by either a registered surveyor, landscape architect, engineer or architect)
  - b. Sites larger than 3 acres:
    - i. Master plan drawn to scale of not less than 1"=200' (prepared by either a registered surveyor, landscape architect, engineer or architect)

The plan shall demonstrate compliance with the County Zoning and Subdivision Ordinances. The County requires the following items 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 'NA'.

	Sheet	Note #
1 General Layout Plan shall be at a scale of less than 1" = 100'		
2 Dimensions of the property		
3 Location and dimensions of existing and/or proposed structures with the type of use		
4 Access drives		
5 Setbacks		
6 Easements		
7 Rights-of-Way		
8 Marshland boundaries		
9 Proposed or existing water, sewer and drainage facilities		

10	Buffers		
11	Off-street parking		
12	Recreational areas		
13	Watercourses and lakes		
14	Loading areas, signage and outdoor lighting (commercial/industrial)		
15	Recreational areas (multi-family residential)		