



CITY OF TYBEE ISLAND
SITE PLAN APPROVAL APPLICATION

Fee
Commercial \$500
Residential \$500
Minor Amendment \$75

Address or location of subject property: _____

PIN# _____ Applicant's Name: _____

Mailing Address: _____

Phone/Email: _____

Brief description of the land development activity and use of the land thereafter to take place on the property:

Property Owner's Name _____ Address: _____

Phone/Email: _____

Is Applicant the Property Owner? _____ Yes _____ No

Current Zoning of Property _____ Current Use _____

If within two (2) years immediately preceding the filing of the Applicant's application for a zoning action, the Applicant has made campaign contributions aggregating to more than \$250 to the Mayor and any member of Council or any member of the Planning Commission, the Applicant and the Attorney representing the Applicant must disclose the following:

- a. The name of the local government official to whom the campaign contribution or gift was made;
- b. The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action, and the date of each contribution;
- c. An enumeration and description of each gift having a value of \$250 or more made by the Applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action.

Signature of Applicant

Date

Additional information may be required for each Site Plan. Please contact staff for details.

Incomplete applications will not be processed. Only applications deemed complete by staff will be placed on upcoming agendas of the Planning Commission and the City Council.

Application Checklist

NOTE: This application may require any and all of the following information, if applicable, and when requested by staff:

- _____ 8 copies, no smaller than 11 x 17, of the proposed site plan and architectural renderings.
- _____ 8 copies, no smaller than 11 x 17, of the engineered drainage and infrastructure plan.
- _____ 8 copies, no smaller than 11 x 17, of the existing tree survey and the tree removal and landscaping plan.
- _____ 8 copies, no smaller than 11 x 17, of a valid survey of the property, signed and sealed by a State of Georgia certified land surveyor.
- _____ Disclosure of Campaign Contributions.
- _____ Proof of Ownership.
- _____ Letter of Authorization (if applicable) granting the Applicant permission to conduct such land development on behalf of the property owner.
- _____ Names and addresses of all adjacent property owners within 200 feet.
- _____ Electronic versions of application and/or supporting documents.
- _____ Other

The city staff may require elevations or other engineering or architectural drawings covering the proposed development.

The Mayor and Council will not act upon a zoning decision that requires a site plan until the site plan has met the approval of the City's engineering consultant. (Note: Section 5-080 (A) requires, "Once the engineer has submitted comments to the zoning administrator, a public hearing shall be scheduled.")

The Applicant certifies that he/she has read the requirements for Site Plan Approval and has provided the required information to the best of his/her ability in a truthful and honest manner.

Signature of Applicant

Date

STAFF USE ONLY

Date received: _____ Received by _____

Fee Amount \$ _____ Check Number _____ Date _____

PUBLIC HEARING DATES:

Planning Commission _____ City Council _____

DECISION: (Circle One) Approved Denied

Approved with Conditions: _____



CITY OF TYBEE ISLAND

CONFLICT OF INTEREST IN ZONING ACTIONS DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you within the past two (2) years made campaign contributions or gave gifts having an aggregate value of \$250.00 or more to a member of the City of Tybee Island Planning Commission, or Mayor and Council or any local government official who will be considering the rezoning application?

YES _____ NO _____

IF YES, PLEASE COMPLETE THE FOLLOWING SECTION:

NAME OF GOVERNMENT OFFICIAL	CONTRIBUTIONS OF \$250.00 OR MORE	GIFTS OF \$250.00 OR MORE	DATE OF CONTRIBUTION

IF YOU WISH TO SPEAK CONCERNING THE ATTACHED REZONING APPLICATION, THIS FORM MUST BE FILED WITH THE ZONING ADMINISTRATOR FIVE (5) DAYS PRIOR TO PLANNING COMMISSION MEETING IF CAMPAIGN CONTRIBUTIONS OR GIFTS IN EXCESS OF \$250.00 HAVE BEEN MADE TO ANY MEMBER OF THE PLANNING COMMISSION OR MAYOR AND COUNCIL.

Signature _____

Printed Name _____

Date _____