



1) Proposed Project Name \_\_\_\_\_

2) Category of Use:
\_\_\_ Multi-family (3+ units) \_\_\_ Office \_\_\_ Commercial
\_\_\_ Institutional \_\_\_ Industrial Other: \_\_\_\_\_

3) Submittal Type:
\_\_\_ General Development Plan \_\_\_ Master Plan
\_\_\_ Specific Development Plan \_\_\_ Amendment of an existing approved plan

4) Property Description:
Property Identification Number(s) (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: \_\_\_\_\_



## 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
- \_\_\_ Eight (8) full-size copies (minimum 18" x 24") of the General Development Plan (Site Plan) or Master Plan in accordance with Zoning Section 8-3031(D)(1) *(see #18 Submittal Instructions for details)*

### B. General 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
- \_\_\_ Completed copy of stormwater checklist
- \_\_\_ 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 in A, AE or VE zones. *Contact the City Stormwater Management Director for more information.*
- \_\_\_ Contours *(can be from County's Lidar data for general plans only. Must be ghost-lined.)*
- \_\_\_ 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 Zoning Section 8-3025(a). For Business & Industrial districts, see Zoning Section 8-3025(b). For PUD districts, see Section 8-3033.)*
- \_\_\_\_\_ Performance / use 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 and address of each adjacent property owner
- \_\_\_\_\_ Existing land use(s) and zoning of adjacent properties
- \_\_\_\_\_ Buildings and driveways within 100 feet of property lines

**E. Development Standards**

*Refer to Zoning Section 8-3025(c) & (d) to determine if the subject property meets minimum development standards. For PUD-zoned properties, refer to the appropriate PUD section following Section 8-3033. 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 Zoning Sections 8-3021, 8-3025(d), or 8-3033.)*
- \_\_\_\_\_ 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)
- \_\_\_\_\_ Easement recordation *(On the plan, 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 Zoning Ordinance Article D, Off Street Parking & Service Requirements. If the proposed development is within an RIP-A, RIP-A1, RIP-B, RIP-D, BC-1, B-B or R-M zoning district, see Section 8-3090. Also ensure that all ADA guidelines have been met. For assistance, contact Traffic Engineering at 651-6600 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 Land Clearing and Tree Protection Ordinance)*

- \_\_\_\_\_ Display, freight and/or loading spaces
- \_\_\_\_\_ Width of existing streets including City rights-of-way
- \_\_\_\_\_ Proposed building or landscaping must not impair emergency vehicle access (*i.e. fire trucks*)
- \_\_\_\_\_ 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.*)
- \_\_\_\_\_ Opposing internal and external driveway(s) shown
- \_\_\_\_\_ 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 street lights or signal poles or require a change to a traffic signal, an appointment must be made with the City Traffic Engineer. Also, some projects may require a traffic study. Call the City Traffic Engineer at 651-6600 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 a General Development Plan. However, the items listed below must be shown. Refer to the Land Clearing and Tree Protection Ordinance for additional information. The ordinance can be viewed online via the City of Savannah’s website ([www.ci.savannah.ga.us](http://www.ci.savannah.ga.us)). For assistance, contact the City Landscape Architect at 650-7891.*

- \_\_\_\_\_ 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*). *These points count toward the total Tree Quality Points.*
- \_\_\_\_\_ Required Parking Area Landscape Quality Points (*minimum of 400 points required per acre of parking area*). *These points count toward the total Landscape Quality Points.*
- \_\_\_\_\_ 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 of permeable area with a minimum width of 20 feet to support a canopy tree. Refer to the Land Clearing and Tree Protection Ordinance for specific dimensions and exceptions.*)
- \_\_\_\_\_ 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*)

*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*
- 4) for Tree Protection Zone requirements, refer to the Land Clearing and Tree Protection Ordinance*

**I. Visual Buffers and Screening**

*Refer to Zoning Section 8-3066. 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. Fire Department Access Roads—Permanent and Temporary.**

*Refer to International Fire Code 2003 Edition, Chapter 14 and Chapter 5, as well as NFPA 241, 2000 Edition Section 7.5. For definition, explanations, interpretations and alternatives contact the Fire Marshal’s Office of the Savannah Fire Department at (912) 644-5960.*

- \_\_\_\_\_ Access roads are within 100 feet of permanent or temporary fire department connections
- \_\_\_\_\_ Every building is accessible to Fire Department apparatus
- \_\_\_\_\_ Dead-end access roads exceeding 150 feet have provisions for turning apparatus around
- \_\_\_\_\_ Access roads have 13’-6” vertical clearance
- \_\_\_\_\_ Access roads extend within 150 feet of all exterior one story buildings

*Note: The following are required during construction:*

- (1) Approved Fire Department access roads are provided as required at the start of the project.*
- (2) Fire Department access roads are capable of supporting vehicle loads under all weather conditions.*
- (3) Approved water supply for fire protection provided when combustibile materials arrive on the job site.*

**L. Exceptions and Modifications**

*Zoning Article C, Sections 8-3051 through 8-3059 may apply to a development. Refer to the Zoning Ordinance regarding the following circumstances:*

- \_\_\_\_\_ Walls and Fences (Section 8-3051). Information regarding the height of walls and fences within “R” (Residential) districts.
- \_\_\_\_\_ Structures Excluded from Height Limitations (Section 8-3052). Information regarding the various structures excluded from height standards.
- \_\_\_\_\_ Multi-Family Dwellings Four Stories or More (Section 8-3053). Information regarding maximum building coverage allowed based on the number of units within a multi-family dwelling complex four stories or more.
- \_\_\_\_\_ Reduction of Front Yard Setback Requirements (Section 8-3054). 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 8-3055). 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 Standards (Section 8-3056). Information regarding two or more principal buildings located on the same lot. (See Group Developments, 8-3031.)
- \_\_\_\_\_ Width of Side Yards Abutting Streets (Section 8-3057). Information regarding the required side yard width when the subject property abuts a right-of-way.
- \_\_\_\_\_ Reduction in Rear Yard Size for Certain Lots Fronting on Lanes (Section 8-3058). Information regarding the possible reduction of the required rear yard setback when the subject property abuts a lane.
- \_\_\_\_\_ Off-Street Parking and Facilities in I-H Districts (Section 8-3059). Information regarding the ability to park, load and have service areas within the required front yard setback.

**M. 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 City of Savannah Traffic Engineer, the proposed development will adversely impact the existing traffic volume or pattern.)*

**N. 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).*

\_\_\_\_\_ *Eight (8) full size (18" x 24") copies of the Specific Development Plan*

\_\_\_\_\_ *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), reasonable on-site and off-site traffic improvements as required by the MPC in order to maintain a level of service acceptable to the City of Savannah Traffic Engineer. Acceptance of the project by the City 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 locations and sign dimensions, design and colors pursuant to Article E of the City of Savannah Zoning Ordinance. Approval of a Signage Plan is required prior to issuance of a sign permit.

\_\_\_\_\_ *Certification stamp (In accordance with Georgia state law, construction plans must be certified by an engineer or landscape architect registered in the state of Georgia. Landscape Architects may not certify Water & Sewer plans.)*

**17) Overview of the General Development Plan Process**

The developer and/or a design professional should meet with the Development Review Team prior to submitting a General Development Plan. Next, the General Development Plan is submitted to the Permit Services Administrator (PSA). The PSA coordinates the plan review with the developer, design professionals, City staff and MPC staff to ensure that project moves smoothly through the review process. The DSA also serves as the primary contact. Plans and plan revisions must be submitted to the PSA.

Applicants must use the attached General Development Plan checklist to ensure that the plan addresses the requirements of the various review agencies. Review comments will be made within 10 working days and posted on the Site Plan Review system (discussed below). 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 at [www.thempc.org](http://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 PSA. The revision should address comments from all review departments at the same time.

After the General Development Plan is approved, the project moves to the Specific Development Plan stage, which includes construction drawings and site calculations. Once all applicable reviewers approve the Specific Development Plan, the PSA submits the plan to the City Engineer for approval and site construction monitoring. A separate application to the Department of Development Services is required for the issuance of a building permit. After site and vertical construction are complete and inspections have been passed, a Certificate of Occupancy is issued by the Department of Development Services.

## 18) 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.  
*Note:* If the project is within the Landmark Historic District, the Victorian District, Mid-City or Cuyler-Brownsville Phase I, an additional application must be submitted for design review. For information about requirements that apply within these special districts, contact the Historic Preservation Secretary at 651-1457.
- B. If Planning Commission approval is required, the application must be received by the MPC from City Development Services 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 at [www.thempc.org](http://www.thempc.org). Contact MPC staff to determine whether Planning Commission approval may be required.
- C. The application must include eight (8) full size prints for most City submissions. All applications must also include an 8½x11 reduction. Prints must be folded with title block visible. Rolled prints will not be processed. If the General Plan must be reviewed by the Planning Commission, MPC staff will contact you. An additional 17 full-size copies and one 8½x11 copy will be required for the MPC meeting at that time.
- D. Submit all plans and the completed application to: City Development Services, Attn: Alvin McGrath, Permit Services Administrator, 5515 Abercorn Street (by hand-delivery) or mail (PO Box 1027, Savannah, GA 31412). For information call 651-6510.
- E. Projects in unincorporated Chatham County typically require one (1) copy of the development plan for review by the City, if the project is on city water and sewer. Separate submittal to the County is required for these site permits as well.
- F. The fee(s) or a receipt (or copy) showing that all applicable fees have been paid to the City of Savannah must be submitted with the application. Only the Site Review fee is due with the initial submission. The Erosion Control fee is not due until the plans have been approved and the developer wishes to receive their development permit.
- G. Applicants are encouraged to discuss their plan with representatives of City departments including: Park & Tree (landscaping), Water and Sewer, Stormwater, Traffic Engineering, Street Maintenance and MPC staff (zoning and historic preservation), where applicable, prior to its submission. Representatives of these departments typically meet each Monday and Thursday at 1:30 p.m., at City Development Services. Contact City Development Services at 651-6510 to be placed on an agenda.
- H. Resubmitted revised plans typically require six (6) sets for review. It is desirable that each reviewing department receive a copy of the revisions to ensure that none of the changes affect their portion of the project.

### 19) Site Plan Review System (SPR)

The SPR system allows applicants to track the progress of their project via the Internet. City and MPC reviewers post their comments to the SPR system. To access the site, you must have the project number, which is assigned and provided to applicants by the PSC.

### 20) Additional Site Plan Assistance

Development policies can be viewed via the City of Savannah website at [www.savannahga.gov](http://www.savannahga.gov). The Website also includes development checklists for each of the City departments to assist the developer and consultant with their specific development plan. The City of Savannah Zoning Ordinance can be viewed online at [www.thempc.org](http://www.thempc.org) and the City's website or purchased at the MPC office. Contact the MPC Zoning Secretary at 651-1460 if you need assistance.

### 20) Approval of Erosion Control Plan

Prior to accepting any development plan involving one or more disturbed acre, the design consultant shall submit a copy of the Erosion and Sediment Control plan directly to the local Natural Resources Conservation Service (NRCS) office. The City does not make this submittal for any project.

### 21) Additional Contact Information

Contact	Phone: (912)	Fax: (912)
City of Savannah Fire Marshal, Craig Landolt	644-5960	525-1607
Georgia Department of Transportation	651-2144	651-2748
Development Services (Building Permitting and Inspections, Zoning)	651-6530	651-6543
Engineering (Site Permitting and Inspections)	651-6510	651-6519
Historic Preservation Officer	651-1440	651-1480
Metropolitan Planning Commission and SAGIS	651-1440	651-1480
Park and Tree	651-6610	651-6611
Metropolitan Police Department, Tracy Walden	525-3100 ext. 6653	651-6683
Stormwater Management	650-7855	650-7894
Street Maintenance	651-6571	651-6577
Traffic Engineering	651-6600	651-6606
Water and Sewer	651-6573	650-7839

### 22) 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.