



Site Development Permit Application

5515 Abercorn Street, Savannah, GA 31405
P.O. Box 1027, Savannah, GA 31402-1027
Phone: 912.651.6510 / Fax: 912.651.6519
www.savannahga.gov

Proposed Project

Project Name: _____

Project Address: _____ PIN: _____

Property Owner(s)

Property Owner's Name: _____

Address: _____

City, State, Zip: _____ Fax: _____

Telephone: _____ Email Address: _____

Agent/Contact Person

Name/Firm: _____

Address: _____

City, State, Zip: _____ Fax: _____

Telephone: _____ Email Address: _____

Submittal Type

- General Development Plan
- Master Plan
- Concept Plan (Sketch)
- Specific Development Plan
- Amendment of an Existing Approved Plan

Category of Use	<input type="checkbox"/> Commercial	<input type="checkbox"/> Hospital/Institutional	<input type="checkbox"/> Industrial
	<input type="checkbox"/> Multi-family (3+ units)	<input type="checkbox"/> School	<input type="checkbox"/> Hotel
	<input type="checkbox"/> Other (describe) _____		

Proposed Activity

- Site Development
- Demolition
- Parking Lot Restriping
- Timbering
- Subdivision
- Clearing and Grubbing
- Cell Tower
- Soil Remediation
- Building Renovation
- Grading
- Local/State/Federal Government
- Water and Sewer (Unincorporated County)

Description of Work: _____

Total Area of Subject Parcels (acres): _____

Total # of Lots (Subdivisions): _____

Total Area of Project (acres): _____

Total # of Units (Multi-family): _____

Disturbed Acreage: _____



Variance(s) Requested (if applicable)

Please contact the Metropolitan Planning Commission (MPC) prior to submitting a Site Development Permit Application that requires a variance. Describe any variances requested and how each meet the criteria described in the City of Savannah Subdivision Regulations and Zoning Ordinance. The MPC must approve any plan that involves a request for a variance. Attach additional sheets if necessary.

Development Fee Schedule (Payable to the City of Savannah)	
<p>Subdivision Construction Plan Review Fee:</p> <p>_____ X \$50 + \$5 Technology Fee = \$ _____</p> <p><i>No. of Lots</i> <i>Total</i></p> <p><i>Note: Applicant will pay either Subdivision Construction Plan Review Fee or Site Plan Review Fee at the time of application, not both. This Subdivision Plan Review Fee will also be paid for Sketch Plans.</i></p>	<p>Site Plan Review Fee:</p> <p>_____ X \$200 + \$5 Technology Fee = \$ _____</p> <p><i>No. of Total Project Acres</i> <i>Total</i></p> <p><i>Note: \$50 minimum Site Plan Review Fee; \$12,000 maximum Site Plan Review Fee (+ \$5 Technology Fee). Re-submittal Fee of \$200 must be paid after initial 2 submittals.</i></p>
<p>Erosion Control Fee:</p> <p>_____ X \$40 = \$ _____</p> <p><i>No. of Disturbed Acres</i> <i>Total</i></p> <p><i>Note: The Erosion Control Fee does not need to be paid with the application and is due prior to the issuance of the permit. Erosion Control Fee applies only when the disturbed area is at least one acre. One copy of the filing of the Notice of Intent (NOI) and copy of payment to Georgia EPD is required prior to permitting.</i></p>	<p>Revised Site Plan Review Fee:</p> <p>_____ X \$25 = \$ _____</p> <p><i>No. of Sheets</i> <i>Total</i></p> <p><i>Note: If site plans are revised by applicant after receipt of plan approval or issuance of permit, this fee applies and must be submitted with the revised plans. Fee applies to the number of revised sheets submitted.</i></p>

Fees are subject to change.

Applicant Certification

I hereby certify that I am the owner or authorized agent of the property being proposed for development, and that I have answered all of the questions contained herein and know the same to be true and correct. I understand that all work performed under this permit must comply with State Law and local ordinances. Further, I understand that any permit issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinance.

Printed Name of Applicant (Not Company Name)

Signature of Applicant

Date

Overview of the Development Process

If the developer and/or a design professional chooses to submit a General Development Plan (GDP) prior to the Specific Development Plan (also called Site Development Plan or construction plan), they should meet with the Site Plan Review Team at a [Site Plan Review \(SPR\) Meeting](#) (details below) prior to submitting a GDP. Next, the General Development Plan should be submitted to Development Services. Development Services coordinates the plan review with the developer, design professionals, City staff and MPC staff to ensure that the project moves smoothly through the review process. Plans and plan revisions must be submitted to Development Services.

Applicants should use the GDP checklist to ensure the plan addresses the requirements. Review comments will be made within 10 working days and posted by City staff to the eTRAC Permit Tracking and Approval website (discussed below). Some projects may require approval by the Metropolitan Planning Commission or the Zoning Board of Appeals (ZBA). MPC staff will coordinate this process. Deadline dates for Planning Commission meetings and ZBA hearings apply. The Planning Commission and ZBA calendars are available at www.thempc.org.

If approval by the Planning Commission or the ZBA is not required, but a revision is necessary, staff review comments should be addressed and the plan should be resubmitted to Development Services. The revision should address comments from all review departments at the same time.

After the GDP is approved (or in lieu of a GDP), the Site Development Plan is submitted, which includes construction drawings and site calculations. Applicants should use the Site Development Plan Review checklists to ensure the site plan addresses the requirements. Review comments will be made within 10 working days and posted by City staff to the eTRAC website. Once all applicable reviewers have approved the Site Development Plan, the plans are then submitted to the City Engineer for approval. Once the City Engineer approves the Site Development Plan, a Pre-Construction Meeting must be scheduled, and the Site Development Permit is issued at this meeting. View the [Site Development Permit Process Flow Chart](#) for details about the process. A separate application to Development Services is required for the issuance of a building permit. After site (horizontal) and building (vertical) construction are complete and all necessary inspections have passed, and all required documents are submitted, a Certificate of Occupancy is issued by Development Services. For a list of items to be completed before a CO can be issued, view the [Commercial Building Project Closeout Checklist](#).

Submittal Instructions

- A. The [Site Development Permit Application](#) must be filled out completely and signed. Incomplete applications will not be processed until all required information is received. For more information about site development permit submittal requirements, including checklists, visit the City's website at www.savannahga.gov under Development, Permits for Construction, [Site Development Permits](#). If you have questions about the site development permit process, contact the Permit Specialist at 912-651-6510 ext. 1926.
- B. Applicants are encouraged to discuss their plan with representatives of City departments at a [Site Plan Review \(SPR\) Meeting](#) at any stage in the pre-design or design process. SPR Meetings are typically held on Mondays and Thursdays at 1:30 pm at Development Services (5515 Abercorn Street), and are informal meetings with City staff from all reviewing departments, including: Stormwater, Water and Sewer, Park & Tree (landscaping), Streets & Traffic Engineering, and MPC staff (zoning and historic preservation). Contact Development Services at (912)651-6510 ext. 1926 to be placed on an agenda.
- C. Submit all plans and the completed application to: Development Services, Attn: Tiffani Smashum, Permit Specialist, 5515 Abercorn Street (by hand-delivery) or mail (PO Box 1027, Savannah, GA 31402). Submittals for Site Development Permits may be either electronic PDF or a traditional paper submittal. For more information, visit the City's website at www.savannahga.gov under Development, Permits for Construction, Site Development Permits.



- For an [electronic submittal](#), submit a DVD or flash drive with PDF copies of the required documents. All PDF files must be in one folder, and must have "Project Name" preceding the document name. Maximum PDF file size is 100 megabytes per file (If plan sets are larger than 100MB, files may be broke into 2 or more as required). Once the electronic plans are approved, seven (7) full-size hard copies of the approved plans must be submitted for field use by the reviewing departments.
 - For a [traditional paper submittal](#), submit eight (8) full-size copies of the construction plans and one 8-1/2"x11" reduced copy of site plan along with other required documents. Required submittal documents include completed application, site plan review fee, submittal letter, construction plans, design calculations, and water and sewer exhibits forms (if applicable). Resubmitted revised plans typically require eight (8) 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.
- D. If Planning Commission approval is required, the application must be submitted by the cutoff date prior to the MPC meeting at which the project is to be considered. The MPC calendar is available at www.thempc.org. All site plans requiring a variance must be approved by the Planning Commission. Contact MPC staff to determine whether Planning Commission approval may be required for any other type of site plan. If the General Plan must be reviewed by the Planning Commission, a digital copy in .pdf format of the plan must be submitted one week prior to the Planning Commission meeting.
- E. 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 (912)651-1457.
- F. 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.
- G. The plan review fee must be submitted with the application. The Erosion Control fee is not due until the site plans have been approved and the site development permit is ready to be issued.

eTRAC: Electronic Tracking, Review and Approval Center

In order to access detailed permit and plan review information online, owners, developers and engineers must register with the City's online permit tracking website, **eTRAC: electronic Tracking, Review & Approval Center**, which can be accessed at <https://etrac.savannahga.gov>. To register, click "Register" on the eTRAC site and provide the required information, and either complete an [eTRAC Online Account Authorization Form](#) for your company, or be listed on a company's form that has already been completed and approved. After your registration is approved, which could take up to two business days, registered users will be able to log in and see details regarding permits that they are associated with and listed as a contact for, including permit status, plan review comments and inspection details. Invoiced fees can also be paid on-line through eTRAC using most credit cards.

Public Notification for Plans Requiring Planning Commission Approval

The petitioner must erect a sign(s) announcing the petition on each street frontage of the subject property at least 15 DAYS PRIOR TO THE MPC MEETING. The sign(s) must be posted no more than five (5) feet from the property line. If the property does not abut a public right-of-way, at least one (1) sign shall be placed on the property at the access point and additional sign(s) shall be placed on the nearest public right-of-way. If the sign is not erected in a timely manner, the site plan will be rescheduled to the next scheduled MPC meeting. The sign shall remain in place until a Planning Commission decision is made. Changes to signs shall be made by the applicant to reflect the correct dates and any other changing information involving a site plan that has been postponed or continued at least ten (10) days prior to the revised public meeting date.

The sign must be obtained from City of Savannah Development Services, 5515 Abercorn Street. The petitioner will be contacted when the sign is ready to be picked up.



MPC staff will provide mailed notice to all property owners within 300 feet of the subject property and any known neighborhood or property owners' association(s) within 300 feet of the subject property prior to the Planning Commission meeting.

Additional Site Development Plan Assistance

Development policies can be viewed via the City of Savannah website at www.savannahga.gov/development. The website also includes site development checklists to assist the developer and consultant with their GDP and site development plan. The City of Savannah Zoning Ordinance can be viewed online at www.thempc.org and the City's website. Contact the MPC at 912-651-1440 if you need assistance.

Approval of Erosion Control Plan

If the disturbed area of the site development project is one acre or greater or is within 200 feet of state waters, the design consultant must submit a copy of the Erosion and Sedimentation Control plan directly to the local Georgia Coastal Soil & Water Conservation Commission (GSWCC) office (formerly called the Natural Resources Conservation Service). The City does not make this submittal for any project.

Additional Contact Information

Contact	Phone: (912)	Fax: (912)
City of Savannah Fire Marshal	644-5960	525-1607
Georgia Coastal Soil & Water Conservation District	459-2070	459-2352
Georgia Department of Transportation	651-2144	651-2748
Development Services (Building Permitting and Inspections, Zoning, Site Permitting and Inspections)	651-6530	651-6543
Historic Preservation Officer	651-1440	651-1480
Metropolitan Planning Commission (MPC) and SAGIS	651-1440	651-1480
Park and Tree	651-6610	651-6611
Savannah Chatham Metro Police Department	525-3100 ext. 6653	651-6683
Stormwater Management	650-7855	650-7894
Streets and Traffic Engineering	651-6571	651-6577
Water and Sewer	651-6573	650-7839

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.dca.state.ga.us/DRI> . All DRI applications for DCA review must be submitted to the MPC.