



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

## **Planning Commission Site Plan Checklist**

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

Information required on the Site Plan (619.2(a))

- 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;
- 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 detention 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;



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- 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 of 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))

- 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, then 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 store water drainage system.

[Scan to read Zoning Ordinance Article VI](#)

