



CITY OF ST. MARYS, GEORGIA

SPECIAL USE PERMIT APPLICATION

Community Development Department

418 Osborne Street St Marys, GA

(912) 510-4032

Staff encourages the applicant to meet with Staff prior to submittal to ensure that you have a complete application. **The City of St. Marys does not accept incomplete applications.** The application must be submitted no less than 32 days prior to the next regularly scheduled meeting of the Planning Commission. The fee for Special Use Permit is \$625.00. Planning Commission meets the 3rd Tuesday of every month and City Council meets the 1st and 3rd Monday of every month. **A Special Use Permit requires Planning Commission and City Council Approval.**

- Completed Application
- List of adjacent property owners
- Proof of ownership of the property
- Proof of Owners Designee if needed
- Survey
- Site Plan

If you have any questions or concerns, or would like to schedule a meeting, please contact Community Development at 912-510-4032 or email planneroftheday@stmarysga.gov



CITY OF ST. MARYS

418 OSBORNE STREET

ST. MARYS, GEORGIA 31558

COMMUNITY DEVELOPMENT: 912-510-4032

Property Owner's Authorization Letter

I (we): _____

Hereby Authorize: _____

Representative of: _____

To apply for a sign, rezone , special use permit, subdivision, and building permits for the following proposed work:

Job Location: _____

As property owner(s), I (we) hereby grant permission to the applicant referenced above to apply for a sign permit, rezone, special use permit, subdivision, building, and pick-up the permit for the work as indicated above. All work performed must meet all provisions of The City of St. Marys Building and Zoning Codes and the Laws of the State of Georgia, as applicable, whether specified or not. Contractors are required to have a Georgia Professional Contractors License.

CITY OF ST. MARYS, GEORGIA

SPECIAL USE PERMIT APPLICATION

**Community Development Department
418 Osborne Street ST MARYS, GA (912) 510-4032**

THIS APPLICATION MUST BE FILED WITH THE COMMUNITY DEVELOPMENT DEPARTMENT 30 DAYS BEFORE THE PLANNING COMMISSION MEETING AT WHICH THIS APPLICATION WILL BE HEARD. THE ST. MARYS PLANNING COMMISSION WILL HOLD AT LEAST ONE PUBLIC HEARING AND MAKE A RECOMMENDATION FOR THE REQUEST WITHIN 45 DAYS OF THE DATE YOU FILE A COMPLETE APPLICATION. THE CITY COUNCIL WILL THEN ISSUE OR DENY THE PERMIT. SPECIAL USE PERMITS ARE FOUND IN SECTION 110-145 OF THE ZONING ORDINANCE. THE PLANNING COMMISSION MEETS THE 3RD TUESDAY OF EVERY MONTH. CITY COUNCIL MEETS THE 1ST AND 3RD MONDAY OF EVERY MONTH. THE FEE FOR A SPECIAL USE PERMIT IS \$625.00.

TO BE COMPLETED BY THE APPLICANT

1. YOUR NAME _____ DATE _____
ADDRESS _____
PHONE NUMBER _____ EMAIL _____
2. THE PLANNING DIRECTOR INFORMED ME THAT A SPECIAL USE PERMIT IS REQUIRED AT THE TIME I APPLIED FOR: CHECK ONE () BUILDING PERMIT () A ZONING AMENDMENT (REZONING)
3. STREET ADDRESS _____
4. PARCEL NO. _____ FLOOD ZONE _____
5. ZONING DESIGNATION _____
6. PROPERTY OWNER NAME _____
7. AGENT REPRESENTING PROPERTY OWNER _____
ADDRESS _____ PHONE _____
8. A LIST OF THE NAMES AND ADDRESSES OF ALL ADJACENT ABUTTING PROPERTY OWNERS .
- 9.. DESCRIPTION OF WHAT TYPE OF SPECIAL USE IS BEING PROPOSED:

SIGNATURE

DATE

TO BE COMPLETED BY CITY STAFF

1. HAS THE CORRECT FEE BEEN PAID? () YES () NOT AMOUNT: \$ _____
2. DATE COMPLETE APPLICATION WAS FILED: _____
3. LIST OF ATTACHMENTS:
() SITE PLAN
() LIST OF ADJACENT PROPERTY OWNERS