

APPLICATION CHECKLIST

Supporting Documents: The following list of supporting documents must be submitted with this application. Only one (1) copy of each supporting document is necessary. Only *complete* applications will be accepted.

- Letter of Authorization:** If Applicant is not the current Property Owner or is one of multiple Owners, a notarized Letter from the Owner(s), including their phone number and address, authorizing the applicant to act on their behalf.
- Boundary Survey:** (No larger than 11 X 17) mechanically drawn and prepared by a professional engineer, landscape architect, or land surveyor registered in the State of Georgia. Drawing shall be at a scale of 1" = 100' or other scale acceptable to the Planning and Zoning Administrator, and shall include the following:
- o North arrow and graphic scale.
 - o Inset map or location sketch depicting nearby roads or landmarks, etc.
 - o Land Lot and Land District notation.
 - o Acreage (or sq. footage) of the subject property.
 - o Dimensions and bearings along all property lines.
 - o Base flood lines or a note that the property is not within a flood zone.
 - o Street names and right-of-way dimensions of abutting streets.
 - o Preparer's signature and seal.
- Metes and Bounds legal description of property**
- Conceptual Site Plan:** An existing or proposed conceptual site plan (no larger than 11 x 17) of the subject property mechanically drawn at a scale of 1" = 100', or other scale acceptable to the Planning and Zoning Administrator, and shall include the following:
- o Name of the existing or proposed development, applicant or owner.
 - o Date of drawing and revisions as applicable.
 - o Existing and proposed site improvements including all buildings and structures with usages, roadways with right-of-way dimensions and names, and other improvements relative to the development.
 - o Existing and proposed natural features, including streams and other water resources.
 - o Any additional required information discussed at the Pre-Application meeting or necessary to allow understanding of the proposed use and property development.
- Conditional Use Application** (If Applicable)
- Annexation Application** (If Applicable)

Questions may be directed to Clerk, City of Lake Park

Email: clerk@cityoflakeparkga.com | Phone: (229) 559-7470 | Fax: (229) 559-7499
120 N. Essa St., Lake Park, GA 31636

CERTIFICATION AND AUTHORIZATION

I hereby certify that, to the best of my knowledge and belief, the above listed information and all attached supporting documents are complete and accurate. I understand that this application will require a site visit and authorize staff of the Planning and Zoning office or their designee to enter and inspect the premises which are the subject of this application. I also understand that this application will require public hearings by the Greater Lowndes Planning Commission and the Lake Park City Council.

Signature of Applicant

Justin R Roberts

Date

3/20/24