



## City of Garden City Planning Commission Application - Instructions

This application must be completed in full and must be submitted with the appropriate completed checklist, fee, and all supplemental application materials, including Agent Authorization Form, if applicable. An incomplete application cannot be accepted for processing. For assistance or information, please contact the office of Planning, Zoning & Building at (912) 963-2756.

1. Please fill in all the lines and boxes on the form. If a section is not applicable, enter "Not Applicable" or draw a line through the section. On the first page, **please enter the name or company name under "Name" and list a contact person under "contact."** Please also enter an email address **for each member of the applicant team** - this will facilitate getting information on the progress of the application to all members of the team.
2. The application must be signed by the **owner of the property** or by the **authorized agent ONLY**. If the applicant is not the owner, be sure to include a completed Agent Authorization Form.
3. The following items **must be provided**:
  - Application Fee
  - Completed checklist (the checklist will be reviewed for completeness only prior to processing)
  - Electronic submittal in PDF format (Prefer all pages in one binder, oriented correctly)
  - Deed
  - Tax Map
  - Agent Authorization Form (if applicable)

### Additional Information

- The Planning Commission typically meets on the second Tuesday of each month at 6 p.m. at Garden City City Hall. Application deadlines are posted on the City's website. The applicant will be notified when their application is scheduled to appear on the agenda.
- Applications will be received at any time and processed within 10 business days following the submittal of a complete application. Following initial review, staff comments will be sent via email to the authorized agent and others as identified on the application.
- The applicant or his/her authorized agent must be present at the Planning Commission and/or City Council meeting when his/her application is reviewed.
- Applications may be pulled from the agenda at the request of the applicant until one week prior to the scheduled meeting. No refunds of any application costs will be issued. No exceptions will be made.