

SPECIAL PERMIT USE



**For additional information or assistance please call:
Liberty Consolidated Planning Commission (LCPC)**

www.thelcpc.org

**Tel. 912-408-2030
Fax 1-888-320-8007**



SPECIAL PERMIT USE

Owner Information On Property

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Home Phone: () _____ Cell Phone: () _____

Signature: _____

Applicant Information (if different from owner)

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Home Phone: () _____ Cell Phone: () _____

Signature: _____

Owner's Agent (if applicable)

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Home Phone: () _____ Cell Phone: () _____

Signature: _____

SPECIAL PERMIT USE

Property Address _____

LCTM

Map _____

Parcel _____

Acreage

Acres _____

OR

Square Feet _____

Zoning _____

Proposed Use

For Official Use Only

Date Received

Initialed

Payment Received

Initialed

Sign Posted

Special Permit Use



To file for Special Permit Use:

Submit a COMPLETED rezoning application by the designated deadline with the LCPC (see attached submittal schedule).

Please also submit the following checked items with the completed form:

- Plot plan or survey plat showing the dimensions of the property to be rezoned and the location of existing structures, rights-of-way, marshlands, water courses and lakes
- A copy of the deed
- Sketch Plan of proposed development including structures, types of uses, access drives, parking, and traffic circulation, setbacks, easement, proposed recreational areas, buffer zones, trees and landscaping if applicable
- Descriptive narrative of proposed use or business operation
- For residential developments, a statement of proposed numbers of dwelling units and net acreage available for buildings
- If applicable, certification of governing authority that existing water and sewer lines adjacent to the property are available and that adjacent drainage facilities are adequate to accommodate the proposed development
- In the case of commercial and industrial developments, proposed off-street parking and loading areas, signage, outdoor lighting, and landscaping.
- Check to cover special permit use fee made payable to LCPC: \$350.00

ADDENDUM 1

Summary of Special Permit Use Process:

Public Hearing Notices

Once the ***complete*** application is filed with the Zoning Administrator, an advertisement of the hearing will be published in the Coastal Courier at least fifteen (15) days prior to the scheduled hearing and a sign will be placed on the property involved.

The Zoning Administrator will mail notices of public hearing to all property owners of record within three hundred (300) feet of the property sought to be rezoned.

Two Public Hearings

Two (2) public hearings are required. The first hearing will be before the Liberty Consolidated Planning Commission. The second hearing will be the City of Hinesville Mayor & Council.

The Hinesville Mayor & Council will make the final decision on the request. The Hinesville Mayor & Council public hearing will be the month after the LCPC meeting; exact dates can be determined from the meeting schedule that is attached. The petitioner shall attend all related public hearings.