



## City Of Lake Park

120 N Essa Street  
Lake Park, GA. 31636  
229-559-7470

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# 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 the 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}**

### 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.

Steve Magee  
Signature of Applicant

7/22/25  
Date