

**7. Attachments:** The following items must be submitted in full prior to acceptance of this application.

- A. **List of all current owners of record** for properties located immediately adjacent to or directly across any right-of-way from the subject property. The list shall include the current names, mailing addresses, and tax map/parcel numbers as reflected on the current tax roll of Brantley County. (This information may be obtained from the Brantley County Tax Assessor's Office.) Please list on page 7 and sign.
- B. **Letter of Intent**; stating the request, why the request is being made, and any other specific information.
- C. **Proposed Conceptual Site Plan** that includes:
  - a. Applicant name, date of drawing, and revision dates if applicable.
  - b. The size and location of the lot.
  - c. The dimensions and location of the existing building or structure(s) on the lot in question.
  - d. The dimensions and location of the proposed building, structure, or addition(s) on the lot.
  - e. If applicable, the location of any existing buildings on adjacent lots and their property line distance.
  - f. Any additional information necessary to allow understanding of the proposed use and development.

**Special Exception Process:** The Brooks County Planning Commission shall review the application for a Special Exception at a public hearing and shall make a **recommendation only** to the Brooks County Commissioners. At a second public hearing, the Brooks County Commissioners shall hear and decide all requests for Special Exceptions. In making this decision, per §13-2.8(F), the governing body shall consider the following:

- 1) Is the type of street providing access to the use adequate to serve the proposed Special Exception use?  
Yes, project will have access points branching from Peach Rd, Lawson Mill Pond Rd, and Guess Rd. All access roads will be approved and maintained per GDOT requirements.
- 2) Is access into and out of the property adequate to provide for traffic and pedestrian safety, the anticipated volume of traffic flow, and to allow access by emergency vehicles?  
Yes, all access road entrances will be approved and maintained per GDOT requirements.