



Impact Fee Certification Application

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Updated **OCT 2026**

NOTICE TO APPLICANT

An impact fee certification application shall be submitted for any development activity requiring payment of an impact fee and will receive from City staff a written certification of the impact fee schedule or a certification of an individual fee determination. This application form shall only be submitted after the site development plan has been approved and prior to a building permit application submittal.

This application will not be processed until the following items are submitted:

- ☐ A full and complete description of the project, including proposed land use and development activity;
- ☐ A statement as to whether the applicant seeks a certification of the impact fee schedule or a certification of an individual fee determination; and
- ☐ If applicant seeks certification of an individual fee determination, an individual fee calculation study complying with the requirements of Appendix A, Article III, Section 13.G.

OFFICE USE ONLY

Project Site Plan Application Number: _____ Application Date: _____

Approved by: _____ Written Certification Issued Date: _____

Type of Certification (check only one)

- ☐ Certification of Impact Fee Schedule ☐ Individual Fee Determination

Contact Information

Applicant Name _____ Applicant Phone _____

Applicant Mailing Address _____ Applicant Email _____

Property Owner Name _____ Property Owner Phone _____

Property Owner Mailing Address _____ Property Owner Email _____

Contact Person Name _____ Contact Person Phone _____

Contact Person Mailing Address _____ Contact Person Email _____

Project Information

Project Name _____ Project Description _____



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Project Location

Parcel Number

Proposed Land Use(s) Description(s)

Gross Square Footage Applicable to Each Land Use Category

Affidavit

I certify that I have read and fully understand the requirements of the City of Pooler's Development Impact Fees Ordinance, and I accept responsibility for submitting all required information and documents for the above-referenced project. Furthermore, I certify that I, as the applicant (or my designated representative), have provided a full and complete project description, including proposed land use (or uses) and development activity, a statement designating a certification of the impact fee schedule or certification of an individual fee determination; and if applicable an individual fee calculation study complying with requirements of Appendix A, Article III, Section 13.G.

Applicant Print Name

Applicant Signature

Date