



Impact Fee Recertification Application

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Updated **OCT 2026**

NOTICE TO APPLICANT

Prior to project completion and as a condition to the issuance of a certificate of occupancy a project must be recertified in writing to the actual land use or uses of the project and must present an architect's certificate of the actual gross square footage attributable to each use.

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

- ☐ Written architect's certificate of actual square footage attributable to each use

OFFICE USE ONLY

Project Site Plan Application Number: _____ Application Date: _____

☐ Same as Approved Gross Square Footage

☐ Different Gross Square Footage Than Approved

☐ Additional Fee Due: \$ _____

☐ Fee Refund Due: \$ _____

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 _____

Project Location _____ Parcel Number _____

Approved Gross Square Footage Applicable to Each Land Use Category _____



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Final Actual 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, and a written certification from an architect certifying actual gross square footage attributable to each land use complying with requirements of Appendix A, Article III, Section 13.J.

Applicant Print Name

Applicant Signature

Date