



# Subdivision/Plat Application

5515 Abercorn Street, Savannah, GA 31405

P.O. Box 1027, Savannah, GA 31402-1027

Phone: 912.651.6510 / Fax: 912.651.6519

[www.savannahga.gov](http://www.savannahga.gov)

## Proposed Subdivision/Plat

Subdivision/Plat Name: \_\_\_\_\_

Property Identification Number(s) (PIN): \_\_\_\_\_

Address or General Street Location (nearest street intersections): \_\_\_\_\_

Area of Subject Property (acres): \_\_\_\_\_ Water Provider: \_\_\_\_\_ Sewer Provider: \_\_\_\_\_

Current Zoning District(s): \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Existing \_\_\_\_\_ Proposed

## Purpose

Single-family

Office

Institutional

Sign

Multi-family

Retail

Industrial

Other

## Subdivision/Plat Type

Minor Subdivision (1-3 lots)

Major Subdivision (4 or more lots)

Recombination

Easement

## Submittal Type

Final Plat

Revision to Recorded Plat

Concept Plan (Sketch)

## Property Owner(s)

Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Agent/Contact Person

Name/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_



**Surveyor**

Name/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Previous Submission**

Has this tract been previously submitted as a subdivision to the City?  Yes  No

If yes, provide the following: Name of Subdivision: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ File No.: \_\_\_\_\_

**Variance(s) Requested (if applicable)**

*Please contact the Metropolitan Planning Commission (MPC) prior to submitting a Subdivision/Plat Application that requires a variance. Describe any variances requested and how each meet the criteria described in the City of Savannah Subdivision Regulations and Zoning Ordinance. The MPC must approve any plan that involves a request for a variance. Attach additional sheets if necessary.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Environmental Site Assessment (ESA) with Soil Borings**

All applications for Final Subdivision Plat approval, except as listed below, shall be accompanied by an ESA for the property prior to approval. The ESA shall conform to the standards and requirements set forth in the City of Savannah Development Services Design Directive, and shall consist of an historical review of records, site reconnaissance, soil borings with location map, and report. The report shall be signed and sealed by a professional.

Has an ESA been conducted?  Yes  No *\*If yes, provide a copy with this application.*

Has a waiver of the ESA requirement been requested?  Yes  No *\*If yes, provide a copy with this application.*

**ESA Waiver Request for Minor Subdivisions.** The City Engineer is authorized to waive proposed minor subdivisions from the ESA requirement if the owner provides the City Engineer with reasonable evidence that the property was never used as a landfill and that other environmentally dangerous situations do not exist. The property owner shall request the waiver in writing.

- Exceptions.** An ESA shall not be required for subdivisions wherein:
- a) all proposed lots are already developed and built upon,
  - b) the subdivision involves only a recombination of previously platted lots, or
  - c) the subdivision is a minor revision of a recorded plat.

**Reviews for Large Tracts of Land.** Where a subdivision involves a large tract of land and is to be developed in phases, the Master Plan submittal for the entire tract shall not require an ESA, if approved by the City Engineer. The Final Plat(s) shall be accompanied by an ESA.



**Narrative Statement**

Attach a narrative statement to this application describing the subdivision and whether improvements are needed to provide access to public infrastructure to all new lots created by this subdivision plat. If no improvements are needed, please state that no infrastructure improvements are necessary. If improvements are required, the consulting engineer shall provide a statement and signed itemized cost estimate for review by City staff and an explanation of the planned improvements. **Both the narrative statement and construction bond estimate shall be stamped and signed by a registered Professional Engineer.**

**Fee Schedule**

Please include separate checks for plat review fee (due with application) and plat recording fee.

**Final Plat (includes Recombination Plats):**

Payable to the City of Savannah: \_\_\_\_\_ X \$120 = \$ \_\_\_\_\_  
*No. of Lots* *Total*

Payable to the Clerk of Superior Court: \_\_\_\_\_ X \$8 = \$ \_\_\_\_\_  
 (Submit to MPC with recordable Final Plat) *No. of Sheets* *Recording Fee*

**Minor Revision to a Recorded Plat (no new lots) or Easement Plat:**

Payable to the City of Savannah: \_\_\_\_\_ X \$85 = \$ \_\_\_\_\_  
*No. of Sheets* *Total*

Payable to the Clerk of Superior Court: \_\_\_\_\_ X \$8 = \$ \_\_\_\_\_  
 (Submit to MPC with recordable Final Plat) *No. of Sheets* *Recording Fee*

*Fees are subject to change.*

**Applicant Certification**

I hereby certify that I am the owner or authorized agent of the property being proposed for subdivision, and that this proposed subdivision plat does not violate any covenants or deed restrictions, that all taxes applicable to this property have been paid and that there are no delinquent taxes outstanding. I hereby certify that I have answered all of the questions contained herein and know the same to be true and correct.

\_\_\_\_\_  
 Printed Name of Applicant (Not Company Name)

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

**\*Note: Site Development Plans (Construction Plans) for new subdivisions shall be submitted with a Site Development Permit Application.**

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## Subdivision/Plat Submittal Instructions

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- A. The [Subdivision/Plat Application](#) must be filled out completely and signed. Incomplete applications will not be processed until all required information is received. The corresponding Plat Review Checklist must be submitted with the application. For more information about plat requirements, including checklists and required plat signature blocks, visit the City's website at [www.savannahga.gov](http://www.savannahga.gov) under Development, Engineering & Design, [Subdivisions & Plats](#). If you have questions prior to submitting, contact the City Surveyor at 912-651-6510.
- B. If Metropolitan Planning Commission (MPC) approval is required, the application must be submitted by the cutoff date prior to the MPC meeting at which the project is to be considered. The MPC calendar is available at [www.thempc.org](http://www.thempc.org). All subdivisions requiring a variance must be approved by the Planning Commission. Contact MPC staff to determine whether Planning Commission approval may be required for any other type of subdivision.
- C. Applications for subdivisions must include seven (7) full size paper plats. All applications must also include one 8½x11 reduction. Prints must be folded with title block visible. Rolled prints will not be processed. If the subdivision must be reviewed by the Planning Commission, a digital copy in .pdf format of the plan must be submitted one week prior to the Planning Commission meeting.
- D. Final submittals for subdivisions that are to be recorded must include digital copy in both PDF and DWG formats.
- E. Proposed subdivisions adjacent to a State highway require a submittal to the Georgia Department of Transportation for review.
- F. Submit all applications to Development Services, Attn: City Surveyor, 5515 Abercorn Street (by hand-delivery) or mail (PO Box 1027, Savannah, GA 31402). For more information, call 912-651-6510.
- G. The plat review fee is due with the application. The check for the \$8.00 per sheet plat recording fee (payable to the Clerk of Superior Court) must be submitted with the final signed plats (after approval).
- H. Applicants are encouraged to discuss their plan with representatives of City departments at a Site Plan Review (SPR) Meeting, which are typically held each Monday and Thursday at 1:30 p.m. at Development Services (5515 Abercorn Street). These are informal meetings with City staff from all reviewing departments, including: Stormwater, Water and Sewer, Park & Tree (landscaping), Streets & Traffic Engineering, and MPC staff (zoning and historic preservation), Contact Development Services at 912-651-6510 ext. 1926 to be placed on an agenda.

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## Public Notification for Subdivisions Requiring Planning Commission Approval

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- A. **The petitioner must erect a sign(s) announcing the petition on each street frontage of the subject property at least 15 DAYS PRIOR TO THE MPC MEETING.** The sign(s) must be posted no more than five (5) feet from the property line. If the property does not abut a public right-of-way, at least one (1) sign shall be placed on the property at the access point and additional sign(s) shall be placed on the nearest public right-of-way. If the sign is not erected in a timely manner, the subdivision will be rescheduled to the next scheduled MPC meeting. The sign shall remain in place until a Planning Commission decision is made. Changes to signs shall be made by the applicant to reflect the correct dates and any other changing information involving a subdivision that has been postponed or continued at least ten (10) days prior to the revised public meeting date.

The sign must be obtained from the City of Savannah Department of Development Services, 5515 Abercorn Street. The petitioner will be contacted when the sign is ready to be picked up.

- B. MPC staff will provide mailed notice to all property owners within 300 feet of the subject property and any known neighborhood or property owners' association(s) within 300 feet of the subject property prior to the Planning Commission meeting.