



Subdivision/Plat Submittal Instructions

- 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 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. 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. Electronic or Paper submissions are acceptable. [Click here for Electronic submission instructions](#). Paper applications for subdivisions must include two (2) full size paper plat. 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 Paper applications to Development Services, Attn: City Surveyor, 20 Interchange Dr., Savannah, GA 31415 (by hand-delivery) or mail (PO Box 1027, Savannah, GA 31402). For more information, call 912-651-6510, ext. 1862.
- G. The plat review fee is due with the application. The check for the \$10.00 per sheet plat recording fee (payable to the Metropolitan Planning Commission) 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 on Thursdays at 1:30 p.m. at Development Services (20 Interchange Dr. 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. 1937 to be placed on an agenda.

Public Notification for Subdivisions Requiring Planning Commission Approval

- 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, 20 Interchange Dr. 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.