



## Electronic Plat Review Requirements Subdivision & Recombination Plats

The City of Savannah is now accepting electronic submittals for Subdivision Plat Review. This electronic format is optional and our paper plan submittal process is not changing at this time.

### **INITIAL SUBMITTAL:**

Send an email to the City Survey Technician Victoria Hunter at [vhunter@savannahga.gov](mailto:vhunter@savannahga.gov) or City Surveyor Greg Harris at [gharris@savannahga.gov](mailto:gharris@savannahga.gov) with PDF copies of the following:

- Completed and signed application
- Construction cost estimate (if applicable)
- Infrastructure Letter (if applicable)
- ESA or approved ESA Waiver
- Plat of subdivision or recombination
  - ❖ One PDF for all pages of the plat if more than 1 page.
  - ❖ File Name: **Submittal #\_Subdivision Name\_Date Submitted**
  - ❖ Graphic Scale: *(All plat PDFs must be to scale.)*
  - ❖ All drawings must be stamped “**FOR REVIEW**” and dated.

### **PAYMENT OF FEES:**

Two options for submitting Fees:

1. Submit fee check (Please note that the Plat review will not start until all fees have been paid) **OR**
2. Pay the fee online in eTRAC after the submittal is made and the fee is invoiced through eTRAC.

### **ACCESS TO PLAT/SUBDIVISION REVIEW COMMENTS:**

The Reviewers will make mark-ups and comments directly on the PDF plat using a PDF writer. Reviewers have ten business days to complete their review once the electronic submittal is processed, typically within one business day of receipt.

- Once the review is complete by all reviewers, a PDF of the reviewed marked-up plat with a summary report of comments can be downloaded from eTRAC. This file will be located under the PLAN record near the bottom of the record under “Attachment Details”. Applicants can view the reviewed plat using any PDF reader.
- If you wish to view the comments prior to all reviews being completed, you may be invited via email to view the comments as they are being made by the reviewers. These comments may only be viewed through the Bluebeam software (a free version is available). The final comments must be accessed via eTRAC once all reviews of the submittal are complete.

### **FINAL SUBMITTAL:**

Once the plat is approved by all reviewers, provide the following:

- Three (3) full-size hard copies of the approved plat. Plat must be sealed, signed, and dated by all required parties.
- Transmittal letter certifying the hard copy plat exactly match the electronic plat that was approved.

**Contact Development Services Survey Department at (912) 651-6510 with any questions.**