



**Proposed Subdivision/Plat**

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

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

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

Is this plat associated with a Site Development project?  No  Yes Name of Project: \_\_\_\_\_

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

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

Are any existing buildings on the site?  Yes  No If yes, are any to remain?  Yes  No

**Purpose**

- |  |                                 |  |                                |
|--|---------------------------------|--|--------------------------------|
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Office | <input type="checkbox"/> Institutional | <input type="checkbox"/> Sign  |
| <input type="checkbox"/> Multi Family  | <input type="checkbox"/> Retail | <input type="checkbox"/> Industrial    | <input type="checkbox"/> Other |

**Subdivision/Plat Type**

- |   |   |
|---|---|
| <input type="checkbox"/> Minor Subdivision (2-3 Lots) | <input type="checkbox"/> Major Subdivision (4 or more lots) |
| <input type="checkbox"/> Recombination                | <input type="checkbox"/> Easement                           |

**Submittal Type**

- |                                     |  |  |
|-------------------------------------|--|--|
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Revision to Recorded Plat | <input type="checkbox"/> 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.*

If no, indicate which exceptions apply per Section 8-2031(b) of the Subdivision Regulations of Savannah, GA.:

An ESA shall not be required for subdivisions wherein:

- All proposed lots are already developed and built upon,
- The subdivision involves only a recombination of previously platted lots
- The subdivision is a minor revision of a recorded plat.

**Has a waiver of the ESA requirement been requested?**  Yes  No *\*If yes, provide a copy with this application, along with \$200 review fee.*

**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.

**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.

**Major Subdivision Plat (includes Recombination Plats):\***

Payable to the City of Savannah:  $\$500 + [ \text{Final No. of Lots} \times \$150 ] = \$ \text{Total}$

**Minor Subdivision Plat (includes Recombination Plats):\***

Payable to the City of Savannah:  $\$200 + [ \text{Final No. of Lots} \times \$150 ] = \$ \text{Total}$

**Easement Plat:\***

Payable to the City of Savannah:  $\text{No. of Sheets} \times \$150 = \$ \text{Total}$

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

Payable to the City of Savannah:  $\text{No. of Sheets} \times \$85 = \$ \text{Total}$

**Plat Recording Fee:**

Payable to the Metropolitan Planning Commission:  $\text{No. of Sheets} \times \$10 = \$ \text{Recording Fee}$   
(Submit to MPC with recordable Final Plat)

**ESA Waiver Review Fee:**

Payable to the City of Savannah: **\$ 200.00**

**Technology Fee:**

Payable to the City of Savannah: **\$ 5.00**

**\* Re-submittal Fee of \$200 must be paid for each submittal after 3<sup>rd</sup> \***

*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.**