



Chatham County Subdivision Application

1117 Eisenhower Drive
Savannah, Georgia 31406
Phone: (912) 201-4300 / Fax: (912) 201-4301
www.chathamcounty.org

- 1) **Subdivision Name:** _____
- 2) **Purpose:** _____ Single-family _____ Office _____ Institutional _____ Sign
_____ Multi-family _____ Retail _____ Industrial _____ Other
- 3) **Subdivision Type:** _____ Minor (1-3 lots) _____ Major (4 or more lots) _____ Recombination
- 4) **Submittal Type:** _____ Sketch Plan _____ Final Plat
_____ Preliminary Plan _____ Revision to Recorded Plat
- 5) **Property Description:** Property Identification Number(s)(PIN): _____

Address or General Street Location (nearest street intersections): _____

- 6) **Area of Subject Property (acres):** _____
- 7) **Number of Lots:** _____ Existing _____ Proposed
- 8) **Current Zoning District(s):** _____
- 9) **Water/Sewer Provider:** _____

- 10) **Property Owner(s):** Name(s): _____
Address: _____
City, State, Zip: _____
Telephone: _____ Fax: _____
E-mail address: _____
- 11) **Agent/Contact Person:** Name / Firm: _____
Address: _____
City, State, Zip: _____
Telephone: _____ Fax: _____
E-mail address: _____

12) Previous Submission

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

If yes, provide the following: Name of subdivision: _____
Date submitted: _____
MPC File No.: _____

13) Variance(s) Requested (if applicable)

Please describe any variances requested and how each meet the criteria described in Section 804 of the Chatham County Subdivision Regulations. Attach additional sheets if necessary.

14) Environmental Site Assessment (ESA)

Minor and Major Subdivisions require that an ESA to have been conducted recently on the property. Has an ESA been conducted? ____ Yes ____ No

** If yes, provide a copy with this application.*

Minor Subdivisions may request a waiver from the ESA requirement. Is a waiver being requested for this subdivision? ____ Yes ____ No

** If yes, provide a letter from the owner requesting the waiver in accordance with the Chatham County Engineering Policy. The letter must be submitted with this application. (Effective 7/1/00)*

15) Owner / Agent Certifications:

Owner Certification:

1. I hereby certify that this proposed subdivision plan 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.
2. I hereby certify that I am the owner of the property being proposed for subdivision.

Owner or Agent (print) Owner or Agent (signature) Date

Agent Certification:

I hereby certify that I am the authorized agent of the owner of the above referenced property and that development / review fees or receipt of payment is attached.

Agent (print) Agent (signature) Date

16) Fee Schedule (payable to Chatham County, except as noted)

NOTE: This fee schedule does not list fees required for County Engineering review. A separate application and fee are required.

Master Plan: $\frac{\$2,500}{\text{Base Fee}} + \frac{\text{No. of Lots}}{\text{No. of Lots}} \times \$25 = \frac{\text{Total}}{\text{Total}}$

Sketch Plan: $\frac{\$1,750}{\text{Base Fee}} + \frac{\text{No. of Lots}}{\text{No. of Lots}} \times \$25 = \frac{\text{Total}}{\text{Total}}$

Preliminary Plan: $\frac{\$1,300}{\text{Base Fee}} + \frac{\text{No. of Lots}}{\text{No. of Lots}} \times \$25 = \frac{\text{Total}}{\text{Total}}$

Payable to City of Savannah: $\frac{\text{No. of Lots}}{\text{No. of Lots}} \times \$25 = \frac{\text{Total}}{\text{Total}}$
 (If on City Water and/or Sewer)

Final Plat:

Minor: $\frac{\$900}{\text{Base Fee}} + \frac{\text{No. of Lots}}{\text{No. of Lots}} \times \$150 = \frac{\text{Total}}{\text{Total}}$

Major: $\frac{\$1,350}{\text{Base Fee}} + \frac{\text{No. of Lots}}{\text{No. of Lots}} \times \$150 = \frac{\text{Total}}{\text{Total}}$

Payable to City of Savannah: $\frac{\text{No. of Lots}}{\text{No. of Lots}} \times \$85 = \frac{\text{Total}}{\text{Total}}$
 (If on City Water and/or Sewer)

Payable to Clerk of Superior Court: $\frac{\text{No. of Sheets}}{\text{No. of Sheets}} \times \$8 = \frac{\text{Recording Fee}}{\text{Recording Fee}}$
 (Submit to MPC with recordable Final Plat)

Minor Revision to or Recombination of Recorded Plat (no new lots): \$600 Base Fee

Payable to Clerk of Superior Court: $\frac{\text{No. of Sheets}}{\text{No. of Sheets}} \times \$8 = \frac{\text{Recording Fee}}{\text{Recording Fee}}$
 (Submit to MPC with recordable Final Plat)

Re-review Fee: \$200 for each review after the third review

Continuance Fee: Required when an applicant removes an item from a Planning Commission agenda. No fee shall be charged prior to advertising or mailed notification. The fee shall be \$150 after advertising or mailed notification has occurred and prior to 5pm on the Tuesday preceding the MPC meeting, after which the fee shall be \$200.

17) Submittal Instructions

- A. The application form must be filled out completely. Incomplete applications will not be processed until all required information is received.
- B. Applications must be received by the Building Safety and Regulatory Services (BSRS) office at least twenty (20) calendar days prior to the MPC meeting at which the project is to be considered.
- C. Applications for subdivisions must include four (4) full size paper plats for County submissions. All applications must also include an 8½x11 reduction. Prints must be folded with title block visible. Rolled prints will not be processed. If the subdivision must be reviewed by the MPC Board, MPC staff will contact you. Staff will then request an additional 17 full-size copies and one 8½x11 reduction for the MPC meeting at that time.
- D. Final submittals for subdivisions that are to be recorded must include three (3) prints and an 18 x 24 inch mylar cronaflex with signature blocks.
- E. Proposed subdivisions will not be placed on the MPC Agenda until the review comments from the Chatham County Health Department, the Chatham County Engineer and the City of Savannah Engineer (on projects served by the City of Savannah Water and Sewer Department) are received by the MPC no later than 12:00 noon on the Friday preceding the MPC hearing date at which the subdivision is to be considered.
- F. Proposed subdivisions adjacent to a State highway require a submittal to the Georgia Department of Transportation for review. Call 651-2144 for more information.
- G. Submit all Chatham County applications to Chatham County BSRS, 1117 Eisenhower Drive. Checks for County fees must accompany the submittal.
- H. Applicants are encouraged to discuss their plan with representatives of County Engineering (infrastructure, landscaping and traffic) and with MPC staff (zoning), prior to its submission. Each Wednesday at 9:00 a.m., representatives of these offices meet at the County Engineering Department in Room 430 of the Old County Courthouse (124 Bull Street). The meeting is open to the public. Visitors are heard on a first-come, first-served basis.