

1 **ST. MARYS CITY COUNCIL**
2 **ST. MARYS, GEORGIA**
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4 At the regular meeting of the St. Marys City Council, held in the St. Marys City Hall, St.
5 Marys, Georgia:

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9 Present:

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11 John F. Morrissey, Mayor
12 Robert L. Nutter, Councilman, Post 1
13 Elaine Powierski, Councilwoman, Post 2
14 Jim Gant, Councilman, Post 3
15 David Reilly, Councilman, Post 4
16 Allen Rassi, Councilman, Post 5
17 Linda P. Williams, Councilwoman, Post 6
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20 On motion of _____, which carried
21 _____, the following Ordinance amendment was adopted:
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23 **AN AMENDMENT TO THE CODE OF ORDINANCES, CITY OF ST. MARYS,**
24 **GEORGIA, CHAPTER 86 – SUBDIVISIONS, SECTION 64, FINAL PLAT, AMENDING**
25 **SUBMITTAL REQUIREMENTS, INCLUDING NUMBER OF PRINTS, ELECTRONIC**
26 **SUBMISSION AND SIGNATURE BLOCKS, DISTINGUISHING MAJOR FROM**
27 **MINOR PLAT REVISIONS TO RECORDED PLAT, PROVIDING FOR**
28 **ADMINISTRATIVE REVIEW, ALONG WITH TECHNICAL CHANGES AND OTHER**
29 **PURPOSES AS SET FORTH THEREIN.**
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31 Be it, and it is, hereby ordained by the Mayor and Council of the City of St. Marys, this __ day of
32 _____, 2017 that Section _____ of the Code of Ordinances, City of St. Marys,
33 Georgia is hereby amended to read as follows:
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35 **CHAPTER 86 – SUBDIVISIONS**

36 | **Sec. 86-64. - Final plat.**

37 Before a plat of a subdivision is recorded with the "Clerk of the Superior Court" of
38 Camden County and title to the lots thereon are conveyed, four original and 12 prints of a
39 final plat showing the final design of the subdivision shall be submitted to the Planning
40 Commission for review. Until a final plat of a subdivision has been submitted to, and
41 reviewed and approved by the Planning Commission, and approved and signed by the
42 Mayor or Mayor Pro Tempore, the clerk of the superior court of the county shall not
43 record the plat of such subdivision, nor shall the owner or agent of such subdivision

44 transfer title to any lot within the subdivision by reference to the subdivision plat. For
45 large subdivisions, the final plat may be submitted for approval progressively in
46 contiguous sections satisfactory to the planning staff.

47 (1) *Final plat requirements.*

- 48 a. Four original copies of the final subdivision plat shall be at the same scale and
49 contain the same information, except for any changes or additions required by
50 resolution of the Planning Commission, as shown on the preliminary plat. The final
51 plat shall also be submitted in a digital format as approved by the city engineer.
52 The preliminary plat may be used as the final subdivision plat if it meets these
53 requirements and is revised in accordance with the planning commission's
54 resolution. All revision dates must be shown as well as the following:
- 55 1. Notation of any self-imposed restrictions, and locations of any building lines
56 proposed to be established in this manner, if required by the
57 Planning Commission in accordance with this chapter.
 - 58 2. Listing of zoning classifications that the subdivision is part of, with all
59 setbacks, height criteria, lot coverage, parking requirements, easements, and
60 other restrictions noted.
 - 61 3. Notation on the drawing of the tax parcel numbers for the parcel being
62 approved.
 - 63 4. Notation of the floodplain and its height and restrictions.
 - 64 5. Endorsement of the county health department if required.
 - 65 6. Lots numbered and street names listed as approved on the preliminary plat.
 - 66 7. A digital submission of the final plat in accordance with the city's specified
67 digital requirements shall be submitted. A paper copy of the final plat will not
68 be accepted by the city unless accompanied by a digital copy of the final plat.
 - 69 8. All monuments erected, corners, and other points established in the field in
70 their proper places. The material of which the monuments, corners, or other
71 points are made shall be noted at the representation thereof or by legend,
72 except that lot corners need not be shown. The legend for metal monuments
73 shall indicate the kind of metal, the diameter, length, and weight per lineal foot
74 of the monuments.
 - 75 9. Notation as to the presence of covenants and the initial term of said
76 covenants. (Note: the actual text of the covenants need not be listed, only that
77 there are covenants present.) The City of St. Marys will not enforce any
78 covenants.
 - 79 10. *Clerk of courts recording block.* The following recording block shall be
80 inserted on each and every sheet being filed with the clerk of superior court:

81 RECORDING DATA:

82 STATE OF GEORGIA, COUNTY OF CAMDEN:
83 OFFICE OF CLERK OF THE SUPERIOR COURT
84 WITHIN PLAT RECORDED IN PLAT
85 CABINET _____ FILE No. _____
86 THIS _____ DAY OF _____ YEAR.

87 BY: _____ DATE _____
88 DEPUTY CLERK

89 11. *Mayor/Mayor Pro Tempore's Signature*: The following signature block shall be
90 inserted on the cover sheet (first sheet) of any set of drawings for recording:

91 BY THE CITY OF ST. MARYS, GEORGIA

92 BY: _____ DATE: _____
93 MAYOR/MAYOR PRO TEMPORE

94 12. *Owner's certificate*: The following signature block shall be inserted on the
95 cover sheet (first sheet) of any set of drawings for recording:

96 OWNER'S CERTIFICATE:
97 STATE OF GEORGIA, COUNTY OF CAMDEN

98 THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE
99 NAME IS SUBSCRIBED HERETO, IN PERSON OR THROUGH A DULY
100 AUTHORIZED AGENT, CERTIFIES THAT SAID OWNER HAS CAUSED
101 THE SUBDIVISION OF THE LAND SHOWN HEREON BY AN ACTUAL
102 SURVEY, AND DOES HEREBY IRREVOCABLY DEDICATE TO THE
103 USE OF THE PUBLIC ALL ROADS AND EASEMENTS FOR THE
104 PURPOSES THAT THEY ARE LABELED.

BY: _____ OWNER'S NAME	_____ DATE
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106 13. *Community Development Director's signature block*: The following signature
107 block shall be inserted on the cover sheet (first sheet) of any set of drawings
108 for recording:

109 APPROVAL OF THE ST. MARYS COMMUNITY DEVELOPMENT
110 DIRECTOR;

111 SUBDIVIDER HAS COMPLIED WITH THE SUBDIVISION
112 REQUIREMENTS RELATIVE TO THE GUARANTEE OF ALL
113 IMPROVEMENTS REQUIRED BY THE CITY OF ST. MARYS
114 SUBDIVISION REGULATIONS.

BY: _____ COMMUNITY DEVELOPMENT DIRECTOR	_____ DATE
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116 14. *Planning Commission.Chair signature block*: The following signature block
117 shall be inserted on the cover sheet (first sheet) of any set of drawings for
118 recording:

119 APPROVAL CERTIFICATE

120 RELATIVE TO THE PREPARATION AND SUBDIVISION OF THIS
121 FINAL PLAT, ALL REQUIREMENTS OF THE ST. MARYS, GEORGIA
122 SUBDIVISION REGULATIONS HAVE BEEN FULFILLED AND
123 APPROVAL OF THIS PLAT IS HEREBY GRANTED.

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BY: _____ DATE: _____
CHAIRMAN OF PLANNING COMMISSION

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15. *City Engineer/Public Works Director's signature block:* The following signature block shall be inserted on the cover sheet (first sheet) of any set of drawings for recording:

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APPROVAL OF THE ST. MARYS CITY ENGINEER or PUBLIC WORKS DIRECTOR;

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SUBDIVIDER HAS COMPLIED WITH THE SUBDIVISION REQUIREMENTS RELATIVE TO THE GUARANTEE OF ALL IMPROVEMENTS REQUIRED BY THE CITY OF ST. MARYS SUBDIVISION REGULATIONS.

BY: _____ CITY ENGINEER/PUBLIC WORKS DIRECTOR	_____ DATE
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b. Preparation. The final subdivision plat shall be prepared by a land surveyor or professional engineer licensed by the state.

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(2) *Certificate from city engineer.* At the time the final plat is submitted it shall be accompanied by a city engineer approved site plan or a letter from the city engineer approving the site plan, a letter from the surveyor certifying that the final plat agrees with any and all changes generated by the engineering site plan review and a certificate from the city engineer or designee, certifying that the subdivider has complied with one of the following alternatives:

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a. All improvements have been installed in accordance with the requirements of this chapter and in accordance with the design approved by the Planning Commission on the preliminary plat;

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b. A performance bond or certified check has been posted, which is available without obligation or requirement to the city, and in sufficient amount to assure the completion of all improvements as required on the final plat; or

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c. If a development is divided into constituent and sequential phases or additional subdivisions to be submitted for approval in the form of additional preliminary and final plats, approval for any subsequent phase shall not be granted to any sequential constituent phases or stages until all water, sewer, stormwater drainage and road infrastructure improvements related to the prior phase have been completed, inspected, accepted by the city engineer and dedicated to the city in accordance with the requirements of this chapter.

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(3) *Filing the final plat.* The final plat shall be filed with the not less than 32 days prior to a regular meeting of the Planning Commission. In the case of a final plat for a minor subdivision where the preliminary plat requirement has been waived, the filing fee, as established by article IX, shall accompany the final plat.

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(4) *Action on the final plat.* If the Planning Commission finds that all the requirements of this chapter have been met, the final plat shall be deemed approved, and submitted to the City Council. If the Planning Commission finds that all the requirements of this chapter have not been met, and after deficiencies have been discussed and reviewed with the sponsor, and the sponsor given a period of time which shall not exceed 90 days to take corrective action, and if he fails to take such action, then the Planning Commission shall disapprove the final plat and shall set forth its reasons for such disapproval in writing. Except where an extension of time is authorized by the applicant for final plat review, the Planning Commission shall have 90 days from the date of the

170 submission of a final plat to take action. Unless such action is taken within such 90-day
171 period, then such plat shall be deemed to have received the approval of the Planning
172 Commission. After the final plat has been approved, the City Council shall, within 30
173 days, at a regular meeting of City Council review and vote on such plat. If no action is
174 taken within the 30-day period, and the applicant has not requested an extension, or
175 City Council has not raised any issues that would affect said approval, such plat shall
176 be deemed to have received an approval from the City Council.

177 a. When the final plat has been approved, the director shall present the final plat to
178 the Clerk of the Superior Court of Camden County to be recorded. The Community
179 Development Director shall maintain a reproducible copy of the final plat and the
180 subdivision map book number and page number in which the subdivision has been
181 recorded by the clerk of the superior court. All costs of the copy and such
182 recording shall be paid by the subdivider and shall be deposited with the
183 Community Development Director prior to such recording.

184 b. After the final plat of the subdivision has been recorded, then all lots shown on
185 such subdivision may be transferred or conveyed according to such plat, and such
186 subdivision shall be entitled to all privileges and services available to other
187 subdivisions within the city.

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189 (5) *Revisions to recorded plat.*

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191 a. *Major plat revisions:* The subdivider shall file with the Community Development
192 Department copies of any proposed revision to a recorded plat together with all
193 supporting information as required by this chapter. Proposed revisions to a recorded
194 plat which alter or change in any way the street and/or utility layout of said plat shall be
195 submitted as a preliminary plat in accordance with section 86-63.

196 b. *Minor plat revisions:* Proposed revisions to a recorded plat which do not alter or
197 change in any way the street and/or utility layout of said plat shall be submitted as a
198 final plat in accordance with this section 86-64. Proposed revisions to a recorded plat
199 which do not increase the lot quantity and which maintain the minimum zoning
200 requirements of chapter 110 of the zoning ordinance shall be submitted on a new
201 revised plat that shall be recorded with owner, surveyor, City Engineer/Public Works
202 Director and Community Development Director endorsement and do not have to be
203 presented as a preliminary or final plat for Council approval, if approved by the public
204 works, fire, building and community development departments.

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EXPLANATION OF CHANGES

NOTE: Deletions are ~~stricken through~~, additions are underlined.

209 CHAPTER 86 – SUBDIVISIONS

210 | **Sec. 86-64. - Final plat.**

211 Before a plat of a subdivision is recorded with the "Clerk of the Superior Court" of
212 Camden County and title to the lots thereon are conveyed, four original and ~~20-12~~ 12 prints
213 of a final plat showing the final design of the subdivision shall be submitted to the
214 ~~planning commission~~ Planning Commission for review. Until a final plat of a subdivision
215 has been submitted to, and reviewed and approved by the ~~planning commission~~ Planning
216 Commission, and approved and signed by the ~~city council~~ Mayor or Mayor Pro Tempore,
217 the clerk of the superior court of the county shall not record the plat of such subdivision,
218 nor shall the owner or agent of such subdivision transfer title to any lot within the
219 subdivision by reference to the subdivision plat. For large subdivisions, the final plat may
220 be submitted for approval progressively in contiguous sections satisfactory to the
221 planning staff.

222 (1) *Final plat requirements.*

223 | a. Four original copies of the final subdivision plat shall be presented ~~in India ink on~~
224 | ~~tracing cloth or reproducible Mylar~~ at the same scale and contain the same
225 | information, except for any changes or additions required by resolution of the
226 | ~~planning commission~~ Planning Commission, as shown on the preliminary plat. The
227 | final plat shall also be submitted in a digital format as approved by the city
228 | engineer. The preliminary plat may be used as the final subdivision plat if it meets
229 | these requirements and is revised in accordance with the ~~planning~~
230 | ~~commission's~~ Planning Commission's resolution. All revision dates must be shown
231 | as well as the following:

- 232 | 1. Notation of any self-imposed restrictions, and locations of any building lines
233 | proposed to be established in this manner, if required by the ~~planning~~
234 | ~~commission~~ Planning Commission in accordance with this chapter.
- 235 | 2. Listing of zoning classifications that the subdivision is part of, with all
236 | setbacks, height criteria, lot coverage, parking requirements, easements, and
237 | other restrictions noted.
- 238 | 3. Notation on the drawing of the tax parcel numbers for the parcel being
239 | approved.
- 240 | 4. Notation of the floodplain and its height and restrictions.
- 241 | 5. Endorsement of the county health department if required.
- 242 | 6. Lots numbered and street names listed as approved on the preliminary plat.
- 243 | 7. A digital submission of the final plat in accordance with the city's specified
244 | digital requirements shall be submitted. A paper copy of the final plat will not
245 | be accepted by the city unless accompanied by a digital copy of the final plat.
- 246 | 8. All monuments erected, corners, and other points established in the field in
247 | their proper places. The material of which the monuments, corners, or other

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points are made shall be noted at the representation thereof or by legend, except that lot corners need not be shown. The legend for metal monuments shall indicate the kind of metal, the diameter, length, and weight per lineal foot of the monuments.

- 9. Notation as to the presence of covenants and the initial term of said covenants. (Note: the actual text of the covenants need not be listed, only that there are covenants present.) The City of St. Marys will not enforce any covenants.
- 10. *Clerk of courts recording block.* The following recording block shall be inserted on each and every sheet being filed with the clerk of superior court:

RECORDING DATA:

STATE OF GEORGIA, COUNTY OF CAMDEN:
OFFICE OF CLERK OF THE SUPERIOR COURT
WITHIN PLAT RECORDED IN PLAT
CABINET _____ FILE No. _____
THIS _____ DAY OF _____ 2007 YEAR.

BY: _____ DATE _____
DEPUTY CLERK

- 11. ~~City council signatures~~ Mayor/Mayor Pro Tempore's Signature: The following signature block shall be inserted on the cover sheet (first sheet) of any set of drawings for recording:

BY THE CITY OF ST. MARYS, GEORGIA

BY: _____ DATE: _____
MAYOR/MAYOR PRO TEMPORE

BY: _____ DATE: _____

BY: _____ DATE: _____

BY: _____ DATE: _____

BY: _____ DATE: _____

BY: _____ DATE: _____

BY: _____ DATE: _____

- 12. *Owner's certificate*: The following signature block shall be inserted on the cover sheet (first sheet) of any set of drawings for recording:

OWNER'S CERTIFICATE:
STATE OF GEORGIA, COUNTY OF CAMDEN

THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, CERTIFIES THAT SAID OWNER HAS CAUSED THE SUBDIVISION OF THE LAND SHOWN HEREON BY AN ACTUAL SURVEY, AND DOES HEREBY IRREVOCABLY DEDICATE TO THE USE OF THE PUBLIC ALL ROADS AND EASEMENTS FOR THE PURPOSES THAT THEY ARE LABELED.

BY: _____ OWNER'S NAME	_____ DATE
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290 | 13. Planning-Community development director's signature block: The following
 291 signature block shall be inserted on the cover sheet (first sheet) of any set of
 292 drawings for recording:

293 APPROVAL OF THE ST. MARYS PLANNING DIRECTOR;
 294 SUBDIVIDER HAS COMPLIED WITH THE SUBDIVISION
 295 REQUIREMENTS RELATIVE TO THE GUARANTEE OF ALL
 296 IMPROVEMENTS REQUIRED BY THE CITY OF ST. MARYS
 297 SUBDIVISION REGULATIONS.

BY: _____ <u>PLANNING-COMMUNITY DEVELOPMENT</u> DIRECTOR	_____ DATE
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299 | 14. Planning ~~commission~~ Commission Chair signature block: The following
 300 signature block shall be inserted on the cover sheet (first sheet) of any set of
 301 drawings for recording:

302 APPROVAL CERTIFICATE
 303 RELATIVE TO THE PREPARATION AND SUBDIVISION OF THIS
 304 FINAL PLAT, ALL REQUIREMENTS OF THE ST. MARYS, GEORGIA
 305 SUBDIVISION REGULATIONS HAVE BEEN FULFILLED AND
 306 APPROVAL OF THIS PLAT IS HEREBY GRANTED.

307 BY: _____ DATE:
 308 _____
 309 CHAIRMAN OF PLANNING COMMISSION

310 15. City Engineer/Public Works Director's signature block: The following signature
 311 block shall be inserted on the cover sheet (first sheet) of any set of drawings
 312 for recording:

313 APPROVAL OF THE ST. MARYS CITY ENGINEER or PUBLIC WORKS
 314 DIRECTOR:
 315 SUBDIVIDER HAS COMPLIED WITH THE SUBDIVISION
 316 REQUIREMENTS RELATIVE TO THE GUARANTEE OF ALL
 317 IMPROVEMENTS REQUIRED BY THE CITY OF ST. MARYS
 318 SUBDIVISION REGULATIONS.

BY: _____ <u>CITY ENGINEER/PUBLIC WORKS DIRECTOR</u>	_____ DATE
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- 320 b. Preparation. The final subdivision plat shall be prepared by a land surveyor or
321 professional engineer licensed by the state.
- 322 (2) *Certificate from city engineer.* At the time the final plat is submitted it shall be
323 accompanied by a city engineer approved site plan or a letter from the city engineer
324 approving the site plan, a letter from the surveyor certifying that the final plat agrees
325 with any and all changes generated by the engineering site plan review and a certificate
326 from the city engineer or designee, certifying that the subdivider has complied with one
327 of the following alternatives:
- 328 a. All improvements have been installed in accordance with the requirements of this
329 chapter and in accordance with the design approved by the ~~planning~~
330 ~~commission~~Planning Commission on the preliminary plat;
- 331 b. A performance bond or certified check has been posted, which is available without
332 obligation or requirement to the city, and in sufficient amount to assure the
333 completion of all improvements as required on the final plat; or
- 334 c. If a development is divided into constituent and sequential phases or additional
335 subdivisions to be submitted for approval in the form of additional preliminary and
336 final plats, approval for any subsequent phase shall not be granted to any
337 sequential constituent phases or stages until all water, sewer, stormwater drainage
338 and road infrastructure improvements related to the prior phase have been
339 completed, inspected, accepted by the city engineer and dedicated to the city in
340 accordance with the requirements of this chapter.
- 341 (3) *Filing the final plat.* The final plat shall be filed with the ~~planning commission~~Planning
342 Commission not less than 32 days prior to a regular meeting of the ~~planning~~
343 ~~commission~~Planning Commission. In the case of a final plat for a minor subdivision
344 where the preliminary plat requirement has been waived, the filing fee, as established
345 by article IX, shall accompany the final plat.
- 346 (4) *Action on the final plat.* If the ~~planning commission~~Planning Commission finds that all
347 the requirements of this chapter have been met, the final plat shall be deemed
348 approved, and submitted to the ~~city council~~City Council. If the ~~planning~~
349 ~~commission~~Planning Commission finds that all the requirements of this chapter have
350 not been met, and after deficiencies have been discussed and reviewed with the
351 sponsor, and the sponsor given a period of time which shall not exceed 90 days to take
352 corrective action, and if he fails to take such action, then the ~~planning~~
353 ~~commission~~Planning Commission shall disapprove the final plat and shall set forth its
354 reasons for such disapproval in writing. Except where an extension of time is authorized
355 by the applicant for final plat review, the ~~planning commission~~Planning Commission
356 shall have 90 days from the date of the submission of a final plat to take action. Unless
357 such action is taken within such 90-day period, then such plat shall be deemed to have
358 received the approval of the ~~planning commission~~Planning Commission. After the final
359 plat has been approved, the ~~city council~~City Council shall, within 30 days, at a regular
360 meeting of ~~city council~~City Council review and vote on such plat. If no action is taken
361 within the 30-day period, and the applicant has not requested an extension, or city
362 council has not raised any issues that would affect said approval, such plat shall be
363 deemed to have received an approval from the ~~city council~~City Council.
- 364 a. When the final plat has been approved, the ~~planning director~~Community
365 Development Director shall present the final plat to the Clerk of the Superior Court
366 of Camden County to be recorded. The ~~planning director~~Community Development
367 Director shall maintain a reproducible Mylar copy of the final plat and the
368 subdivision map book number and page number in which the subdivision has been
369 recorded by the clerk of the superior court. All costs of the copy and such
370 recording shall be paid by the subdivider and shall be deposited with the ~~planning~~
371 ~~director~~Community Development Director prior to such recording.

372 b. After the final plat of the subdivision has been recorded, then all lots shown on
373 such subdivision may be transferred or conveyed according to such plat, and such
374 subdivision shall be entitled to all privileges and services available to other
375 subdivisions within the city.

376 (5) *Revisions to recorded plat.*

377 a. Major plat revisions: The subdivider shall file with the ~~planning~~
378 ~~commission~~Community Development Department copies of any proposed revision to a
379 recorded plat together with all supporting information as required by this chapter.
380 Proposed revisions to a recorded plat which alter or change in any way the street
381 and/or utility layout of said plat shall be submitted as a preliminary plat in accordance
382 with section 86-63.

383 b. Minor plat revisions: Proposed revisions to a recorded plat which do not alter or
384 change in any way the street and/or utility layout of said plat shall be submitted as a
385 final plat in accordance with this section 86-64. Proposed revisions to a recorded plat
386 which do not increase ~~or decrease~~ the lot quantity and which maintain the minimum
387 zoning requirements of chapter 110 of the zoning ordinance shall be submitted on a
388 new revised plat that shall be recorded with owner, surveyor, City Engineer/Public
389 Works Director and ~~planning-Community Development De~~irector endorsement and do
390 not have to be presented as a preliminary or final plat for Council approval, if approved
391 by the public works, fire, building and ~~planning-community development~~ departments.

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393 This Amendment shall become effective upon passage.
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396 **ST. MARYS CITY COUNCIL**
397 **ST. MARYS, GEORGIA**

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401 _____
402 JOHN F. MORRISSEY, MAYOR

403 ATTEST:

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405 _____
406 DEBORAH WALKER-REED, CITY CLERK
407 CITY OF ST. MARYS, GEORGIA

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