



CITY OF ST. MARYS

City of St. Marys Subdivision Packet

Staff encourages all applicants to meet before they submit any applications for permits to ensure that your applications are complete. Subdivisions and the requirements are covered in Chapter 86 of the City Ordinances. The City **will not accept incomplete applications.**

- Completed application.
- Preliminary/final plat. Construction plans (if applicable).
- Tree Survey (for residential/commercial subdivisions of more than 5 lots).
- List of adjacent property owners to be notified. This information can be provided by from the
- Camden County Tax Assessors Office in Woodbine Georgia or online at
- Proof of ownership of property or proof of legal authorization from owner.

As built demonstrating that the lots are connected water and sewer.

Final Subdivisions will not be approved or scheduled as an agenda item without the following:

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- Cost estimate for tying into water and sewer approved by the City Engineer.
- Bond in the amount not less than 150 percent of the estimated cost of tying into water and sewer or
- Irrevocable **Letter of Credit** not less that 150 percent of the cost of tying into water and sewer or
- Installing the water and sewer to the lot or lots or
- Cash in lieu of completion of improvements not less than 150 percent of the cost of tying into water and sewer.

Surveys, rezones and subdivision plats can be submitted electronically as Geocoded reference files to planneroftheday@stmarysga.gov or in CD format and sent to 418 Osborne St. Marys, Ga.

If you have any questions or concerns, please contact Community Development at 912-510-4032 or email planneroftheday@stmarysga.gov



City of St. Marys Ga
Community Development
418 Osborne Street
St. Marys, Ga 31558

Community Development Department Fee Schedule

All fees are subject to change by City Council

Preliminary Plat

| | |
|------------|------------------------------------|
| 1-9 Lots | \$50.00 per lot |
| 10-29 Lots | \$500.00+\$25.00 per lot over 10 |
| 30-49 Lots | \$1,000.00+\$20.00 per lot over 30 |
| 50+ Lots | \$1,400.00+\$15.00 per lot over 50 |

Final Plat

| | |
|------------|------------|
| 1-29 Lots | \$250.00 |
| 30-49 Lots | \$750.00 |
| 50+ Lots | \$1,500.00 |

Engineering Review

| | |
|------------|------------------------------------|
| 1-9 Lots | \$1,000.00 |
| 10-29 Lots | \$2,500.00 |
| 30-49 Lots | \$3,000.00 |
| 50-99 Lots | \$3,500.00 |
| 99+ Lots | \$3,500.00+\$40.00 per lot over 99 |



CITY OF ST. MARYS
418 OSBORNE STREET
ST. MARYS, GEORGIA 31558
COMMUNITY DEVELOPMENT: 912-510-4032

Property Owner’s Authorization Letter

I(we): _____

Hereby Authorize: _____

Representative of: _____

To apply for a sign, rezone , special use permit, subdivision, and building permits for the following proposed work:

Job Location: _____

As property owner(s), I (we) hereby grant permission to the applicant referenced above to apply for a sign permit, rezone, special use permit, subdivision, building, and pick-up the permit for the work as indicated above. All work performed must meet all provisions of The City of St. Marys Building and Zoning Codes and the Laws of the State of Georgia, as applicable, whether specified or not. Contractors are required to have a Georgia Professional Contractors License.

(Property Owner or Person with Power of Attorney Signature)

(Date)

(Printed Name)

(Title)



CITY OF ST. MARYS

418 OSBORNE STREET

ST MARYS, GA 31558

ALL APPLICANTS ARE ENCOURAGED TO MEET WITH COMMUNITY DEVELOPMENT DEPT STAFF BEFORE SUBMITTING THE APPLICATION. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

1. YOU MUST FILE THIS APPLICATION AND ALL REQUIRED MATERIALS WITH THE COMMUNITY DEVELOPMENT DEPARTMENT AT LEAST 32 DAYS PRIOR TO THE PLANNING COMMISSION.
2. NO WORK CAN COMMENCE ON THE PROPOSED SUBDIVISION (WITH THE EXCEPTION OF CLEARING UNDRUSH FOR SURVEYING OR ENGINEERING PURPOSES) UNTIL THE PRELIMINARY/FINAL PLAT HAS BEEN APPROVED AND ANY REQUIRED PERMITS OBTAINED.
3. PRELIMINARY PLAT APPROVAL IS VALID FOR ONE YEAR FROM DATE OF RECEIPT OF PERMIT.
4. NO LOTS SHALL BE SOLD UNTIL THE FINAL PLAT HAS BEEN APPROVED.

APPLICATION FOR A SUBDIVISION

1. YOUR NAME: _____ EMAIL _____
ADDRESS: _____ ZIP _____
PHONE NUMBER: _____

2. OWNER'S NAME: _____ Phone _____
ADDRESS _____ ZIP _____

3. WHAT IS YOUR INTEREST IF YOU ARE NOT THE OWNER?
AGENT _____

4. NAME OF PROPOSED SUBDIVISION _____

5. LOCATION OF PROPOSED SUBDIVISION _____
NEIGHBORHOOD NAME _____
STREET _____
PARCEL(s) # _____ LOT(s) # _____

6. PRESENT ZONING CLASSIFICATION _____

7. PROPOSED ZONING CLASSIFICATION _____

8. NUMBER OF PROPOSED LOTS _____

9. AREA OF PROPOSED SUBDIVISION IN ACRES OR SQUARE FEET _____

10. Minor Subdivision (0-5 Lots) Major Subdivision (6+ Lots) Reverse Subdivision

10. PLEASE ATTACH THE FOLLOWING ITEMS TO THIS APPLICATION. THE APPLICATION WILL NOT BE CONSIDERED COMPLETE AND CANNOT BE PROCESSED

- PRELIMINARY PLAT (ORIGINAL AND 4 COPIES)
- LIST OF ADJOINING ABUTTING PROPERTY OWNERS, THEIR TAX PARCEL #'S AND ADDRESSES
- CONSTRUCTION PLANS (IF APPLICABLE)