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:

- 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
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
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 follow-
ing 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 indi-
cated 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 re-
quired to have a Georgia Professional Contractors License.

_______________________________________________________________________

(Property Owner or Person with Power of Attorney Signature)  (Date)

________________________________________________________________________

(Printed Name)  (Title)
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 UNDBRUSH 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.

<table>
<thead>
<tr>
<th>APPLICATION FOR A SUBDIVISION</th>
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<tbody>
<tr>
<td>1. YOUR NAME: __________________ EMAIL __________________</td>
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<tr>
<td>ADDRESS: __________________________ ZIP ______________________</td>
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<tr>
<td>PHONE NUMBER: __________________</td>
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<tr>
<td>2. OWNER’S NAME: __________________ Phone __________________</td>
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<tr>
<td>ADDRESS __________________________ ZIP ______________________</td>
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<td>3. WHAT IS YOUR INTEREST IF YOU ARE NOT THE OWNER?</td>
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<td>AGENT ______________________________</td>
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<tr>
<td>4. NAME OF PROPOSED SUBDIVISION __________________________</td>
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<td>5. LOCATION OF PROPOSED SUBDIVISION __________________________</td>
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<tr>
<td>NEIGHBORHOOD NAME __________________________</td>
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<td>STREET __________________________</td>
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<tr>
<td>PARCEL(s) # __________________________ LOT(s) # __________________________</td>
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<tr>
<td>6. PRESENT ZONING CLASSIFICATION __________________________</td>
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<tr>
<td>7. PROPOSED ZONING CLASSIFICATION __________________________</td>
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<tr>
<td>8. NUMBER OF PROPOSED LOTS __________________________</td>
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<tr>
<td>9. AREA OF PROPOSED SUBDIVISION IN ACRES OR SQUARE FEET __________________________</td>
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<tr>
<td>10. □ Minor Subdivision (0-5 Lots) □ Major Subdivision (6+ Lots) □ Reverse Subdivision</td>
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<td>10. PLEASE ATTACH THE FOLLOWING ITEMS TO THIS APPLICATION. THE APPLICATION WILL NOT BE CONSIDERED COMPLETE AND CANNOT BE PROCESSED</td>
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<td>• PRELIMINARY PLAT (ORIGINAL AND 4 COPIES)</td>
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<td>• LIST OF ADJOINING ABUTTING PROPERTY OWNERS, THEIR TAX PARCEL #’S AND ADDRESSES</td>
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<td>• CONSTRUCTION PLANS (IF APPLICABLE)</td>
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