



# CITY OF ST. MARYS

## City of St. Marys Subdivision Packet

Please take care to ensure that the information for each checkbox below is sufficiently provided. The City **will not accept incomplete applications.**

- Completed application.
- Preliminary/final plat.
- Vicinity map.
- Construction plans (if applicable).
- List of adjacent property owners to be notified.
- Proof of ownership of property or proof of legal authorization from owner.
- As built demonstrating that the lots are connected water and sewer
- Subdivisions will not be approved without the following:
  - Cost estimate for tying into water and sewer.
  - Bond amount not less than 150 percent of the estimated cost of tying into water and sewer or
  - Irrevocable **Letter of Credit** not less than 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](mailto: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](mailto:planneroftheday@stmarysga.gov)



# CITY OF ST. MARYS, GEORGIA

# SD

## APPLICATION FOR SUBDIVISION

**APPLICANT:** READ **PART A** COMPLETELY. THEN ANSWER EACH ITEM IN **PART B**. PLEASE PRINT OR TYPE. DO NOT WRITE IN **PART C**. THE COMMUNITY DEVELOPMENT DEPARTMENT WILL HELP YOU, IF NECESSARY. FAILURE TO SUPPLY COMPLETE INFORMATION WILL RESULT IN PLAT DISAPPROVAL. YOU MUST FILE THIS APPLICATION AND ALL REQUIRED MATERIALS WITH THE BUILDING DEPARTMENT AT LEAST 32 DAYS PRIOR TO THE PLANNING COMMISSION

### PART A – GENERAL INFORMATION

YOU ARE ENCOURAGED TO READ ARTICLES THREE THROUGH SIX OF THE SUBDIVISION REGULATIONS OF THE CITY OF ST. MARYS. THESE ARTICLES DESCRIBE THE STANDARDS EACH SUBDIVISION MUST MEET AND EXPLAIN THE PROCEDURES THE CITY WILL FOLLOW TO REVIEW YOUR PROPOSED PLAT. THE SKETCH BELOW SHOWS THESE STEPS FOR A TYPICAL PLAT. (See Section 122 for filing fees and Section 128 for exceptions.)

APPLICATION, FEE, AND REQUIRED MATERIALS FILED WITH THE COMMUNITY DEVELOPMENT DIRECTOR.



PLANNING COMMISSION REVIEWS SKETCH PLAN (OPTIONAL)



PLANNING COMMISSION REVIEWS PRELIMINARY PLAT (MAJOR SUBDIVISION ONLY)



PLANNING COMMISSION REVIEWS FINAL PLAT



CITY COUNCIL REVIEWS AND SIGNS FINAL PLAT



SUPERIOR COURT CLERK RECORDS FINAL PLAT

### **YOU SHOULD ALSO BE AWARE OF THESE IMPORTANT REQUIREMENTS:**

1. NO WORK TO OPEN THE PROPOSED SUBDIVISION SHALL BEGIN (WITH THE EXCEPTION OF CLEARING UNDERBRUSH FOR SURVEYING OR ENGINEERING PURPOSES) UNTIL THE PRELIMINARY PLAT HAS BEEN APPROVED AND ANY REQUIRED PERMITS OBTAINED. APPROVAL VALID FOR ONE YEAR FROM DATE OF RECEIPT OF PERMIT.
2. NO LOTS SHALL BE SOLD UNTIL THE FINAL PLAT HAS BEEN APPROVED.
3. THE FINAL PLAT SHALL BE APPROVED ONLY IF ALL APPLICABLE REQUIREMENTS OF THE SUBDIVISION REGULATIONS AND OTHER REGULATIONS HAVE BEEN MET, ALL BONDS ACTIVATED AND WRITTEN AUTHORIZATION OF AVAILABILITY OF SEWER AND WATER SERVICE IS RECEIVED FROM THE DEPARTMENT OF ENVIRONMENTAL PROTECTION (EDP), THE GEORGIA DEPARTMENT OF NATURAL RESOURCES AND THE CITY OF ST. MARYS, GEORGIA.

### PART B – APPLICANT ONLY

1. YOUR NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
EMAIL \_\_\_\_\_
2. OWNER'S NAME: (IF NOT YOU) \_\_\_\_\_  
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 \_\_\_\_\_  
STREET \_\_\_\_\_  
PARCEL # \_\_\_\_\_ LOT # \_\_\_\_\_ ZONING MAP # \_\_\_\_\_
6. PRESENT ZONING CLASSIFICATION \_\_\_\_\_
7. NUMBER OF PROPOSED LOTS \_\_\_\_\_
8. AREA OF PROPOSED SUBDIVISION \_\_\_\_\_ ACRES
9.  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 21 COPIES)
  - VICINITY MAP
  - LIST OF ADJOINING PROPERTY OWNERS AND THEIR TAX PARCEL #'S AND ADDRESSES
  - CONSTRUCTION PLANS (IF APPLICABLE)
11. YOU MUST RECEIVE THE FOLLOWING ENDORSEMENTS OF YOUR PLAT BEFORE THIS APPLICATION CAN BE PROCESSED:
  - THE ENVIRONMENTAL PROTECTION DIVISION OF THE GEORGIA DEPARTMENT OF NATURAL RESOURCES
  - THE COUNTY SOIL AND CONSERVATION SERVICE
  - THE CITY ENGINEER

### PART C – COMMUNITY DEVELOPMENT DEPT. ONLY

1. DATE APPLICATION WAS FILED \_\_\_\_\_
2. WAS THIS AT LEAST 16 DAYS BEFORE THE PLANNING COMMISSION MEETING AT WHICH IT WILL BE REVIEWED?  
\_\_\_\_ YES \_\_\_\_ NO
3. CHECKED BY \_\_\_\_\_
4. THIS SUBDIVISION IS \_\_\_\_\_ MAJOR \_\_\_\_\_ MINOR
5. ARE PRELIMINARY PLAT AND APPLICATION COMPLETE  
\_\_\_\_ YES \_\_\_\_ NO (SEE SUBDIVISION CHECKLIST)
6. CORRECT FEE PAID \_\_\_\_\_ YES \_\_\_\_ NO  
DOES NOT APPLY \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_
7. DATE PRELIMINARY PLAT REVIEWED BY PLANNING COMMISSION \_\_\_\_\_



**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

