APPLICATION FOR SUBDIVISION – CITY OF ST. MARYS, GEORGIA

APPLICANT: READ **PART A** COMPLETELY. THEN ANSWER EACH ITEM IN **PART B**. PLEASE PRINT OR TYPE. DO NOT WRITE IN **PART C**. THE BUILDING 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 16 DAYS PRIOR TO THE PLANNING COMMISSION MEETING AT WHICH IT WILL BE CONSIDERED.

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 PLANNING DIRECTOR

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PLANNING COMMISSION REVIEWS SKETCH PLAN (OPTIONAL)

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PLANNING COMMISSION REVIEWS PRELIMINARY PLAT (MAJOR SUBDIVISION ONLY)

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PLANNING COMMISSION REVIEWS FINAL PLAT

▼

CITY COUNCIL REVIEWS AND SIGNS FINAL PLAT

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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 OFPROPOSED 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. PLEASE ATTACH THE FOLLOWING ITEMS TO THIS APPLICATION. THE APPLICATION WILL NOT BE CONSIDERED COMPLETE AND CANNOT BE PROCESSED UNTIL YOU HAVE DONE SO.
   - PRELIMINARY PLAT (ORIGINAL AND 21 COPIES)
   - VICINITY MAP
   - LIST OF ADJOINING PROPERTY OWNERS AND THEIR TAX PARCEL #'S AND ADDRESSES
     _____
   - CONSTRUCTION PLANS (IF APPLICABLE)

10. YOU MUST RECEIVE THE FOLLOWING ENDORSEMENTS OF YOUR PLAT BEFORE THIS APPLICATION MAY BE PROCESSED:
    - THE ENVIRONMENTAL PROTECTION DIVISION OF THE GEORGIA DEPARTMENT OF NATURAL RESOURCES
    - THE COUNTY SOIL AND CONSERVATION SERVICE
    - THE CITY ENGINEEER
11. SIGNED _____ DATE _____

PART C – BUILDING DEPARTMENT 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 _____
   APPROVED _____ DISAPPROVED _____
   CONDITIONS OF APROVAL OR REASONS FOR DISAPPROVAL

11-1-06