

**Subdivision/Plat Application**

5515 Abercorn Street ~ Savannah, GA 31405  
P.O. Box 1027  
Savannah, GA 31412-1027  
Phone: 912.651.6510 / Fax: 912.651.6519

1) **Subdivision/Plat Name:** \_\_\_\_\_

2) **Purpose:**            \_\_\_ Single-family      \_\_\_ Office            \_\_\_ Institutional      \_\_\_ Sign  
                             \_\_\_ Multi-family      \_\_\_ Retail            \_\_\_ Industrial        \_\_\_ Other

3) **Subdivision/Plat Type:**      \_\_\_ Minor Subdivision (1-3 lots)      \_\_\_ Major Subdivision (4 or more lots)  
   \_\_\_ Recombination                              \_\_\_ Easement

4) **Submittal Type:**            \_\_\_ Concept Plan (Sketch)                      \_\_\_ Final Plat  
   \_\_\_ Construction Plan (Preliminary)      \_\_\_ Revision to Recorded Plat

5) **Property Description:**      Property Identification Number(s) (PIN): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Address or General Street Location (nearest street intersections): \_\_\_\_\_  
\_\_\_\_\_

6) **Area of Subject Property (acres):** \_\_\_\_\_      7) **Number of Lots:**      \_\_\_ Existing      \_\_\_ Proposed

8) **Current Zoning District(s):** \_\_\_\_\_      9) **Water/Sewer Provider:** \_\_\_\_\_

10) **Property Owner(s):**      **Name(s):** \_\_\_\_\_  
   **Address:** \_\_\_\_\_  
   **City, State, Zip:** \_\_\_\_\_  
   **Telephone:** \_\_\_\_\_      **Fax:** \_\_\_\_\_  
   **E-mail address:** \_\_\_\_\_

11) **Agent/Contact Person:**      **Name / Firm:** \_\_\_\_\_  
   **Address:** \_\_\_\_\_  
   **City, State, Zip:** \_\_\_\_\_  
   **Telephone:** \_\_\_\_\_      **Fax:** \_\_\_\_\_  
   **E-mail address:** \_\_\_\_\_

**12) Previous Submission**

Has this tract been previously submitted as a subdivision to the MPC? \_\_\_\_ Yes \_\_\_\_ No

If yes, provide the following: Name of subdivision: \_\_\_\_\_

Date submitted: \_\_\_\_\_

MPC File No.: \_\_\_\_\_

**13) Variance(s) Requested (if applicable)**

Please describe any variances requested and how each meet the criteria described in Section 8-2028 of the City of Savannah Subdivision Regulations. Attach additional sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**14) Environmental Site Assessment (ESA)**

All applications for Final Subdivision Plat approval, except as listed below, shall be accompanied by an ESA for the property prior to approval. The ESA shall conform to the standards and requirements set forth in the City of Savannah Engineering Department Design Directives.

Has an ESA been conducted? \_\_\_\_ Yes \_\_\_\_ No \* If yes, provide a copy with this application.

Has a waiver of the ESA requirement been requested? \_\_\_\_ Yes \_\_\_\_ No \* If yes, provide a copy of the request with this application.

**ESA Waiver Request for Minor Subdivisions.** The City Engineer is authorized to waive proposed minor subdivisions from the ESA requirement if the owner provides the City Engineer with reasonable evidence that the property was never used as a landfill and that other environmentally dangerous situations do not exist. The property owner shall request the waiver in writing.

**Exceptions.** An ESA shall not be required for subdivisions wherein:

- (a) all proposed lots are already developed and built upon,
- (b) the subdivision involves only a recombination of previously platted lots, or
- (c) the subdivision is a minor revision of a recorded plat.

**Reviews for Large Tracts of Land.** Where a subdivision involves a large tract of land and is to be developed in phases, the Master Plan submittal for the entire tract shall not require an ESA, if approved by the City Engineer. The Final Plat(s) shall be accompanied by an ESA.



- 17) Attach a narrative statement to this application describing the subdivision and whether improvements are needed to provide access to public infrastructure to all new lots created by this subdivision plat. If no improvements are needed, please state that no infrastructure improvements are necessary. If improvements are required, the consulting engineer shall provide a statement and signed itemized cost estimate for review by City staff and an explanation of the planned improvements.

**Both the narrative statement and construction bond estimate shall be stamped and signed by a registered Professional Engineer.**

### 18) Submittal Instructions

- A. The application form must be filled out completely and signed. Incomplete applications will not be processed until all required information is received.
- B. If MPC review is required, the application must be received by City Engineering at least twenty (20) calendar days prior to the MPC meeting at which the project is to be considered. The MPC calendar is available at [www.thempc.org](http://www.thempc.org).
- C. Applications for subdivisions must include eight (8) full size paper plats for City of Savannah submissions. All applications must also include one 8½x11 reduction. **Prints must be folded** with title block visible. Rolled prints will not be processed. If the subdivision must be reviewed by the MPC Board, MPC staff will contact you. Staff will then request an additional 17 full-size copies and one 8½x11 reduction for the MPC meeting at that time.
- D. Final submittals for subdivisions that are to be recorded must include an 18 x 24 inch mylar cronaflex with signature blocks.
- E. Proposed subdivisions adjacent to a State highway require a submittal to the Georgia Department of Transportation for review.
- F. Submit all City of Savannah applications to City Engineering, Attn: Development Services Administrator, 5515 Abercorn Street (by hand-delivery) or mail (PO Box 1027, Savannah, GA 31412). For more information, call 651-6510.
- G. The fee(s) or a receipt (or copy) showing that all applicable fees have been paid to the City of Savannah and the check for the \$8.00 per sheet recording fee payable to the Clerk of Superior Court must be submitted with the application.
- H. Each Monday and Thursday at 1:30 p.m., representatives of various City departments meet at City Engineering. Applicants are encouraged to discuss their plan at this meeting prior to its submission. Contact the Development Services Administrator at 651-6510 to be placed on the agenda.