

Conditional Use Checklist

Project	Flood Zone	Date
	<input type="checkbox"/>	
Date application submitted _____ Date Completed: 		
Legal Lot of record/PIN #		
Current Zoning		
Permitted as a conditional use within the current zoning		
Deed Restrictons		
Property Taxes Paid		
Property Owner Authorization Form Received		
Adjacent Property Owners List Received		
Conditional Use Standards Review Criteria / Acceptance by Applicant		
Additional Mitigation Requirements Submitted w/ application		
Hearing Dates for P&Z and Council Set		
Adjacent Property Owners Notified		
Campaign Disclosure Printed		
Financial Disclosure Printed		
Advertisement emailed to Savannah Now		
Sign Posted		
P & Z Recommendation		
Motion by Council: Deny <input type="checkbox"/> <i>or</i> Approve <input type="checkbox"/>		
Letter Mailed to Applicant		
File organization/excessive document removal		
* Valid for a 12 month period from date of approval		
** Such approval is based on information provided in application		
*** Any deviation will require separate approval by City Council		

Final Plat Checklist

Subdivision: _____ # of Lots: _____ Completed Application: _____

File #: _____ Date: _____ Reviewed by: _____

Plats shall be prepared in accordance with the rules and regulations of the State Board of Registration for Professional Engineers and Land Surveyors. A minimum of 2 properly signed original paper plats must be submitted for recording. Surveyors should provide an open space on the plat, sufficient in size for the Clerk to place the recording information.

Final Plat Requirements. The original copy of the final plat shall be drawn on 18-inch by 24-inch sheets in black ink at a scale of not less than 200 feet to the inch. Where necessary, the final plat may be several sheets accompanied by an index sheet showing the entire subdivision. The final plat shall contain the following information:

- _____ (a) Primary control points to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
- _____ (b) Tract boundary lines; right-of-way lines of streets, easements and other rights-of-way; property lines of all lots; and in all such cases with surveyed dimensions, bearings or deflection angles, radii, arcs, and central angles of all curves shown.
- _____ (c) Name and right-of-way width of each street or other right-of-way.
- _____ (d) Location, dimensions, and purpose of any easement.
- _____ (e) Number to identify each lot or site.
- _____ (f) Purpose for which sites, other than residential lots, are dedicated or reserved.
- _____ (g) Minimum building set back line on all lots and other sites.
- _____ (h) Location and identification of monuments.
- _____ (i) Names of record owners of adjoining unplatted land.
- _____ (j) Reference to recorded subdivision plats of adjoining platted land by record name.
- _____ (k) Plat certification that all survey work was performed by a registered civil engineer or registered surveyor
- _____ (l) Statement by owner dedicating streets, rights-of-way, easements, and any sites for public use. Such dedications must be formally accepted by the aldermanic board of the city before such dedications shall be binding on the city.
- _____ (m) Title, scale, north arrow, and date.
- _____ (n) Key map showing the location of the subdivision in the city.
- _____ (o) All plats shall show the expected limits of the 100-year flood where appropriate.
- _____ (p) Approved record drawings.
- _____ (q) Location and identification of any wetlands.

Certification from County Health Department: If lots are not to be served by either public sewers or public water, or both, then the final plat shall be accompanied by a certificate from the county health department certifying health department approval of the water supply system and/or waste disposal system to be used and health department approval of lot sizes and lot widths established in such subdivision.

Certificate from Engineer: At the time the final plat is submitted, it shall be accompanied by a certificate from the developer's engineer certifying that the subdivider has complied with the following conditions:

- (a) All infrastructure improvements and landscape requirements have been installed in accord with the requirements of this ordinance and in accord with the design approved by the aldermanic board, and a maintenance bond is posted for 50% of the construction cost of the infrastructure to be owned and maintained by the City of Pooler, or
- (b) To insure the completion of all required improvements, a bond, escrow account, certified check, or irrevocable letter of credit from a bank which has a business office within the State of Georgia is posted, in the amount of 150 percent of the required infrastructure improvements. If a bond is offered, it shall be executed by a surety or Guaranty Company with an "A" AMBest rating qualified to transact business in the State of Georgia and acceptable to the City. In no event shall the depositor of the irrevocable letter of credit or bond have any significant interest in the bank upon which such irrevocable letter of credit has been authorized or in the surety or Guaranty Company issuing the bond. Significant interest of the depositor means acting as an officer or director or owning more than one (percent of the stock of such bank, surety or Guaranty Company.
- (c) Once the infrastructure is complete, a maintenance bond is posted for a period of **not less than 26 months**. At the end of the bonding period, an inspection is scheduled and if approved, the bond will be released by Mayor & Council at the next regularly scheduled meeting,

Final Plat w/ Performance or Maintenance Bond Checklist

Project	Date
Performance Bond <input type="checkbox"/> Maintenance Bond <input type="checkbox"/>	
Date application submitted: _____ Date Completed 	
Bond Calculations submitted for review and approval	
Legal Lot of record	
PIN #	
Current Zoning Confirmed	
Flood Zone Information Depicted in notes and on Plat	
Taxes paid	
2 Original Plats signed by Owner	
Signature Blocks on Plat	
Certificate from Engineer that all improvements were installed as required	
Public Works Final Inspection & Sign-off received	
PIN#'s assigned by Chatham County Assessor	
PIN#'s emailed to Engineer with Assigned Addresses	
PIN#'s and Addresses added to plat	
P & Z Recommendation	
** Bond received prior to City Council Agenda deadline	
Council Approval	
Attorney approved Bond	
Sent out for copies	
Plat recorded ~ Book _____ Page _____	
Letter of Approval Mailed	
<i>** Required</i>	
<u>Plat Distribution:</u>	
Poster Board for Building Department	
Public Works Department	
Utility Companies	
Master Address List	
MPC	

Minor Subdivision Application Checklist

Project	Flood Zone	Date
	<input type="checkbox"/>	
Date application submitted _____ Date Completed _____		
Legal Lot of record/PIN #		
Flood Zone information depicted in notes and on Plat		
Current Zoning		
Minimum Lot Area/Minimum Lot Width Confirmed		
Setbacks Noted on Plat ~ <i>See Article III, Section (6) (B)</i>		
Property Taxes Paid		
Property Owner Authorization Form Received		
Adjacent Property Owners List		
Chatham County Health Department Approval (if applicable)		
Vicinity Map on Plat		
Title Box Confirmed		
North/South Arrow Confirmed		
Date & Survey Stamp Confirmed		
Signature Blocks included on plat		
2 Original Plats Signed by Owner prior to P & Z Meeting		
Hearing Dates for P&Z and Council Set		
Adjacent Property Owners Notified		
P & Z Recommendation		
Approval by Council		
Plat Recorded ~ Book _____ and Page (s) _____		
Approval letter typed and mailed		
Copies made for HGB&D for Map Updates		
File organization/excessive document removal		

Preliminary / Major Subdivision Plan Completion Checklist

Project	Flood Zone	Date
	<input type="checkbox"/>	
Date application submitted _____ Date completed: 		
Legal Lot of record/PIN #		
Current Zoning		
Property Owner Authorization Form Received		
Complete Preliminary Plan Checklist		
Adjacent Property Owners List Received		
Property Taxes Paid		
Flood Zone information depicted in notes and on Plat		
Proposed Street Names <i>(if applicable)</i>		
DRI ~ greater than 125 lots or units <i>(if applicable)</i>		
EPD approval (Water & Sewer Extension) <i>(if applicable)</i>		
NRCS approval		
Setbacks Confirmed		
Hearing dates for P & Z and Council Set		
Adjacent Property Owners Notified		
PUD Review Board Meeting scheduled <i>(if necessary)</i>		
PUD Approval		
P & Z Recommendation		
Approval by Council		
Approval letter typed and mailed		
Approved set of plans stamped		
File organization/excessive document removal		
*Landscape plan stamped and forwarded to Lynn Wilson <i>(if applicable)</i>		
Pre-Con held		
Forward to Building Department		
* Forward Commercial L/C Plans to Lynn Wilson @ Public Works		

PUD Amendment / Development Standards Checklist

Project	Flood Zone	Date
	<input type="checkbox"/>	
Date application submitted _____ Date Completed: 		
Legal Lot of record		
PIN #		
Current Zoning		
Taxes Paid		
Property Authorization Form Received		
Adjacent Property Owners List Received (if applicable)		
Hearing dates set for P & Z and Council		
Hearing date set for PUD Review Board (if applicable)		
Adjacent Property Owners Notified (if applicable)		
Advertisement emailed to Savannah Now		
Sign Posted (if applicable)		
PUD Review Board Recommendation		
P & Z Recommendation		
Motion by Council: Deny <input type="checkbox"/> <i>or</i> Approve <input type="checkbox"/>		
Letter Mailed to Applicant		
* PUD Master Plan Revised (if applicable)		

Recombination Plat Checklist

Project	Flood Zone	Date
	<input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/>	
Completed application submitted		
Legal Lot of record / PIN #		
Flood Zone Determination Depicted in notes and on Plat		
Current Zoning		
Minimum Lot Area / Minimum Lot Width Confirmed		
Setbacks Noted on Plat ~ <i>(See Article III, Section (6) (B))</i>		
Taxes Paid		
Property Authorization Form Received		
2 Original Plats Signed by Owner		
Signature Blocks on Plat		
Vicinity Map on Plat		
Title Box Confirmed		
North/South Arrow Confirmed		
Date & Survey Stamp Confirmed		
P & Z Recommendation		
Council Approval		
Letter of Approval Mailed		
Signed Mylar sent out for copies		
Plat recorded Book _____ & Page _____		
File Organization		
* Information forwarded to HGB&D for Map Updates		

Variance Application Checklist

Project	Flood Zone	Date
	<input type="checkbox"/>	
Date application submitted _____ Date Completed: 		
Legal Lot of record/PIN #		
Current Zoning		
Property Taxes Paid		
Property Owner Authorization Form Received		
Adjacent Property Owners List		
Variance Standards Signed & dated with application		
Hearing Dates for P&Z and Council Set		
Adjacent Property Owners Notified		
HOA Covenants / HOA Approval		
Campaign Disclosure Printed		
Financial Disclosure Printed		
Advertisement emailed to Savannah Now		
Sign Posted		
P & Z Recommendation		
Motion by Council: Deny <input type="checkbox"/> <i>or</i> Approve <input type="checkbox"/>		
Letter Mailed to Applicant		
File organization/excessive document removal		
** Permit EXPIRES 12 months from date of approval **		
*Such approval is based on information provided on application		
*Request for lesser relaxation of standards or a different request requires re-approval		

Zoning Text Amendment Checklist

Project	Flood Zone	Date
	<input type="checkbox"/>	
Date application submitted _____ Date Completed: 		
Legal Lot of record		
PIN #		
Current Zoning		
Taxes paid		
Adjacent Property Owners List Provided		
Property Authorization Form Received		
Hearing dates set for P & Z and Council		
Campaign Disclosure Printed		
Financial Disclosure Printed		
Zoning Standards Printed		
Adjacent Property Owners Notified		
Advertisement emailed to Savannah Now		
Sign Posted		
Text Amendment forwarded to City Clerk for Ordinance format		
P & Z Recommendation		
Motion by Council: Deny <input type="checkbox"/> <i>or</i> Approve <input type="checkbox"/>		
City Attorney Review / Approval		
Letter Mailed to Applicant		