



Glynn County Community Development Department
1725 Reynolds St., Suite 200
Brunswick, GA 31520
912 554-7428

www.glynncounty.org

Application for Subdivision Review

(including Site Plans, Preliminary Plat, Construction Plans, Final Plat, Expedited Subdivision & Plat Vacation)

This application must be completed in full and must be submitted with the appropriate completed checklist, fee, and all supplemental application materials, including Agent Authorization Form, if applicable. An incomplete application cannot be accepted for processing. For assistance or information, please contact Glynn County Planning & Zoning at (912) 554-7428.

☐ Site Plans ☐ Preliminary Plat ☐ Construction Plans ☐ Final Plat ☐ Expedited Subdivision ☐ Plat Vacation

Name of Project, including former name(s) _____

Description of Project _____

Address of Property _____

Location of Property _____

Parcel ID # _____

Applicant Name _____ Contact _____ Address _____ Phone: _____ Email: _____	Surveyor Name _____ Contact _____ Address _____ Phone: _____ Email: _____
Owner Name _____ Contact _____ Address _____ Phone: _____ Email: _____	Engineer Name _____ Contact _____ Address _____ Phone: _____ Email: _____
Agent Name _____ Contact _____ Address _____ Phone: _____ Email: _____	

I understand that I will need to attend or be represented by a duly authorized agent at the formal hearings of the Planning Commission and the Board of Commissioners and that my application cannot be approved unless I am represented. I also understand that I will need to stand at these hearings and formally request (orally) the approval of my application.

Signature: _____ Date: _____

Owner or Authorized Agent ONLY



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Supplemental Information

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Project type: ☐ Residential ☐ Non-Residential

Zoning of site: _____

Size of tract to be subdivided: Total: _____ This phase only: _____

Proposed number of lots: Total: _____ This phase only: _____

Number of lots: Total: _____ This phase only: _____

Smallest lot size: _____ Smallest lot #: _____

Area in proposed right-of-way: Total: _____ This phase only: _____

☐ Public or ☐ Private roadway

Proposed water supply: _____

Proposed sewage disposal: _____

[Scan to read the Subdivision Regulations](#)





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AA

Agent Authorization Form

(Required if Applicant is other than property owner or is represented by an Agent)

Ownership Certification

State Of Georgia,
County Of Glynn County Georgia

I, the undersigned, do hereby certify that I am the owner of the property affected by the proposed application to the Glynn County Community Development Department (application file number _____) by virtue of a deed dated _____ on file in the Office of the Clerk of the Superior Court of Glynn County in Deed Book _____ Page _____

Owner's Name

Other Owner's Name

Owner's Signature

Date

Other Owner's Signature

Date

Agent Authorization

I/We, the undersigned owner(s) of property involved in this application, do hereby authorize _____ to act as Agent in submitting and representing the above identified application in my/our behalf.

Owner's Signature

Other Owner's Signature

I accept this authorization to act as Agent on behalf of the above owner(s).

Authorized Agent's Name

Authorized Agent's Signature

Date

[Glynn County Community Development](http://www.glynncounty.org)





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WSV

www.glynncounty.org

Application for Subdivision Water/Sewer Variance Review

This application must be completed in full and must be submitted with the appropriate completed checklist, fee, and all supplemental application materials, including Agent Authorization Form, if applicable. An incomplete application cannot be accepted for processing. For assistance or information, please contact Glynn County Planning & Zoning at (912) 554-7428.

Name of Project, including former name(s) _____

Description of Project _____

Address of Property _____

Location of Property _____

Parcel I.D. # _____

Project type: ☐ Residential ☐ Non-Residential

[Scan to read the Subdivision Regulations](#)

Zoning of site: _____

Size of tract to be subdivided: Total: _____ This phase only: _____

Proposed number of lots: Total: _____ This phase only: _____

Smallest lot size: _____ Smallest lot #: _____

Variance to Subdivision Regulations Section §606.2: ☐ Water ☐ Sewer (check both if both apply)

Distance to nearest County water service: _____ ft. Describe why nearest existing or planned water facility cannot be used. _____

Distance to nearest County sewer service: _____ ft. Describe why nearest existing or planned sewer facility cannot be used. _____



Applicant		Agent	
Name	_____	Name	_____
Contact	_____	Contact	_____
Address	_____	Address	_____
	_____		_____
Phone:	_____	Phone:	_____
Email:	_____	Email:	_____

Signature: _____ Date: _____

Owner or Authorized Agent ONLY

Applications for Water and Sewer Variances are reviewed by the Finance Committee and by the Board of Commissioners.



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Application for Subdivision Review - Instructions

1. This form is to be used for all applications made on or after October 20, 2008. A complete application includes this form and all supplemental information.
2. Please fill in all lines and boxes on the form. If a section is not applicable, enter "Not Applicable" or draw a line through the section. On the first page, **please enter the name or company name under "Name" and list a contact person under "contact."** Please also enter an email address **for each member of the applicant team** - this will facilitate getting information on the progress of the application to all members of the team.
3. The application must be signed by the **owner of the property** or by the **authorized agent ONLY**. If the applicant is not the owner, be sure to include a completed Agent Authorization Form (page 3 provided in this packet).
4. If the project is not served by public water and sewer, a variance will be required. Submit a separate Water and Sewer Variance application form (page 4 provided in this packet).
5. Note that application materials will be accepted and reviewed for completeness. If an application is incomplete, processing may be delayed until it has been completed.
6. The following items **must be provided**:
 - Application Fee, if applicable (Fee Schedule attached)
 - Checklist for the type of application involved (the checklist will be reviewed for content prior to processing)
 - Proper number of sets of plans/plats
 - Deed
 - Tax Map
 - Water and Sewer Variance Application Form (if applicable)

GENERAL INFORMATION

- Applications will be received at any time and processed as soon as the initial review is complete. Applications will be scheduled for consideration after review.
- Applications for Preliminary Plat approval are submitted to the Planning Commission for approval.
- Applications for Final Plat approval are submitted to the Board of Commissioners.
- Applications for Water and Sewer Variances are reviewed by the Finance Committee and by the Board of Commissioners.
- All other applications and plans are reviewed and approved by staff.
- Staff comments can be viewed at <http://customerservice.glynncounty-ga.gov/CommunityDevelopment/>
This information is updated frequently.