

**SUBDIVISION APPLICATION FORM  
FOR THE  
CITY OF PORT WENTWORTH**

**Application Form Required**

This application form is to accompany **all** subdivisions submitted for Port Wentworth Planning Commission review and is to be filled out in its **entirety**. Plats/subdivisions not accompanied by this application will not be accepted for processing. All subdivisions with their completed applications must be received by the City of Port Wentworth at least 20 business days prior to the Planning Commission meeting at which they are to be considered. Revisions to a subdivision under review by the Port Wentworth Planning Commission must be received 10 business days prior to the Port Wentworth Planning Commission at which each subdivision is scheduled to be heard.

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Subdivision Name: \_\_\_\_\_

Location: \_\_\_\_\_

Number of Lots: \_\_\_\_\_

Number of Acres: \_\_\_\_\_

PIN #: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

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**Type of Subdivision: (Check applicable blanks from each column)**

- A.     \_\_\_\_\_ Sketch Plan  
       \_\_\_\_\_ Master Plan  
       \_\_\_\_\_ Preliminary Plat  
       \_\_\_\_\_ Final Plat  
       \_\_\_\_\_ Revision to a Recorded Plat

- B.     \_\_\_\_\_ Major Subdivision  
       (4 or more lots or a new road)  
  
       \_\_\_\_\_ Minor Subdivision  
       (3 or less lots & no new road)
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**Purpose of Subdivision:**

- \_\_\_\_\_ Single-Family  
\_\_\_\_\_ Multi-Family  
\_\_\_\_\_ Retail  
\_\_\_\_\_ Other Business

- \_\_\_\_\_ Industrial  
\_\_\_\_\_ Institutional  
\_\_\_\_\_ Other  
\_\_\_\_\_ Sign
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**Variances: (List all variances being requested)**

**Georgia DOT Review**

In all applications in which property being subdivided lies along a State Highway or access is needed from a State Highway, all applicants are required to submit a plat to the Georgia Department of Transportation for review. The subdivision application will not be considered by the Port Wentworth Planning Commission until the Georgia Department of Transportation has commented on the subdivision. The comments must accompany the application.

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**Previous Submittal**

Has this tract of land being proposed for subdividing been submitted to the Port Wentworth Planning Commission under a different subdivision name?

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, what name? \_\_\_\_\_

Date Submitted: \_\_\_\_\_

PWPC File No: \_\_\_\_\_

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**Number of Required Prints**

All submittals, regardless of type, shall include fifteen (15) prints. **Final Plats must include a copy of the plat scanned to a CD along with the fifteen (15) printed copies. Stamp must be in contrasting ink.**

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**Statements as to Covenants/Deed Restrictions: (Check One)**

\_\_\_\_\_ A copy of all existing deed restrictions or subdivision covenants applicable to this property are attached.

\_\_\_\_\_ There are no added restrictions or subdivision covenants on this property.

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**Contact Person (s): (Type or Print Legibly)**

**Engineer/Surveyor:** \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

**Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Date of Submittal: \_\_\_\_\_

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Please list all property owners that are adjacent to the parcel to be subdivided including those across the public right-of-way:

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**Certifications**

1. I hereby certify that this proposed subdivision/plan does not violate any covenants or deed restrictions currently in effect for the property being subdivided.
2. I hereby certify that all taxes applicable to this property have been paid and that there are no delinquent taxes outstanding.
3. I hereby certify that I am the owner of the property being proposed for subdivision.
4. I hereby certify that all the information pertained in this application is true and correct.

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Signature of Owner

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**Comments:** Place any pertinent comments you wish to make in the following space:

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Submit this form along with the proposed subdivision and any accompanying information to:

**CITY OF PORT WENTWORTH  
7306 HIGHWAY 21, SUITE 301  
PORT WENTWORTH, GEORGIA 31407**