

# GLYNN COUNTY SUBDIVISION REGULATIONS

## DRAFT June 30, 2022

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## **INTENT**

An ordinance establishing minimum design standards for the subdividing of land into streets, alleys, and lots, defining certain terms used herein; providing for the method of administration and amendment; providing penalties for violation; repealing conflicting ordinances; and for other purposes.

## **ARTICLE 1. ARTICLE I. SHORT TITLE**

This ordinance shall be known and may be cited as the "Subdivision Regulations of Glynn County, Georgia".

## **ARTICLE 2. AUTHORITY AND ENACTMENT**

Article IX of The Constitution of the State of Georgia, 1976, grants authority to the governing body of each county and municipality to regulate subdivisions and land development.

The Commissioners of Glynn County, pursuant to the authority conferred above, do ordain, and enact into law the following articles and sections.

## **ARTICLE 3. JURISDICTION AND APPLICATION**

This ordinance applies to all that unincorporated area within the boundaries of Glynn County and these regulations apply (except as specifically exempt herein) to the following forms of land subdivision:

- a. The division of land into two or more parcels, lots or tracts, any part of which when subdivided will contain less than three acres in area, excluding burial plots in a cemetery as defined in the Zoning Ordinance; and
- b. The dedication, vacation, reservation, or improvement of any public or private access easement or right-of-way through any tract of land regardless of the area involved. This ordinance does not apply to the vacation, reservation, or improvement of a temporary access.

## **ARTICLE 4. PURPOSES**

The various articles and sections of the ordinance are adopted for the following purposes, among others:

- a. To help conserve and protect the natural, economic, and scenic resources of Glynn County.
- b. To minimize disturbance of natural topography, tree cover, and natural drainage ways through the use of better site design, stormwater runoff reduction, and green infrastructure.
- c. To help prevent and reduce the traffic congestion and traffic hazards which result from narrow or poorly aligned streets, and which result from excessive entrance and exit points along major traffic arteries.
- d. To help eliminate the costly maintenance problems which develop when streets and lots are laid out without proper consideration being given to the drainage characteristics of the tract of land at the time the land is being subdivided into streets and lots.
- e. To help ensure that the design of new streets, sidewalks and driveways are safe for users.
- f. To help ensure that residential lots will be of such design, area, and width as will prevent health and sanitation problems from developing in those subdivisions with lots to be served by individual water supply and waste disposal systems.
- g. To help ensure that all building lots will be accessible to firefighting equipment, and other emergency and service vehicles.
- h. To help protect the investments of the buyers of subdivision lots.

- i. To help promote the health, safety, prosperity, and welfare of the citizens of Glynn County, and for other purposes.

## ARTICLE 5. DEFINITION OF TERMS

### Sec. 5-1 Definitions.

For this ordinance, certain words or terms used are defined as follows. Interpretation of Words - words used in the present tense include the future tense, words used in the singular number include the plural, and words used in the plural include the singular.

*Average Daily Traffic (ADT):* The number of trips generated during a 24-hour period by the total number of residential units having access to the street. Ten trips per day per residential unit must be used for design purposes in this ordinance.

*Bonds:* Any form of security including a cash deposit, security bond, collateral, property, or instrument of credit in an amount and form satisfactory to the Glynn County Board of Commissioners. (All instruments of surety must be reviewed by the County Attorney and approved by the Board of Commissioners wherever a bond is required by these regulations.)

*Buffer:* Land area used to visibly separate one use from another or to shield or block noise, lights, or other nuisances.

*Building:* Any structure having a roof supported by columns or walls intended for shelter, housing or enclosure of persons, animals, chattels, or property of any kind.

*Building Official:* The person designated by the Glynn County Board of Commissioners to enforce the Glynn County Zoning Ordinance and Subdivision Regulations.

*Central Sewage System:* A community sewage system including collection and treatment facilities serving more than one lot in a subdivision.

*Central Water System:* A community water system including treatment and distribution facilities serving more than one lot in a subdivision.

*Commercial Development:* Any activity which involves a commercial or industrial use as established in the Zoning Ordinance.

*Community Development Director:* The person charged with administrative leadership of Glynn County Community Development Department by whatever name he/she is called or their designee.

*County Attorney:* The licensed attorney designated by the Glynn County Board of Commissioners to furnish legal assistance for the administration of these regulations.

*Development:* All activities associated with the conversion of land or the expansion or replacement of an existing use to any new use intended for human operation, occupancy, or habitation, other than for agricultural purposes devoted strictly to the cultivation of the land, dairying or animal husbandry. Such activities include land disturbance (clearing and grubbing the land of vegetation and stumps, and grading), mining, and the construction of improvements such as but not limited to streets, driveways or parking areas, water or sewer mains, stormwater facility, sidewalks or other structures permanently placed on or in the property, or the division of land into two or more parcels, lots, building sites, or units.

*Easement:* A grant by a property owner of the use of land for a specified purpose or purposes for the public, corporation or a certain person(s).

### **WHICH DOES THE COUNTY PREFER?**

*Existing Subdivision:* The division of property by a plat approved by Glynn County or by legally recorded plat into five or more lots, tracts, or parcels for the purpose of sale, lease, or development according to a common plan of development. For purposes of these Regulations, a common plan of development includes any two or more of the following characteristics: the existence of lots of a generally uniform

shape, size, width, and area; the existence of a declaration of covenants and restrictions; a common plan for drainage, utilities, and streets; or, the creation or dedication of rights-of-way. Once a plat has been vacated, pursuant to Sec. 8-3 of these Regulations, the property depicted on that plat is no longer part of an existing subdivision.

**Existing Subdivision:** The division of property into five or more lots, tracts, or parcels by a plat approved that has been approved or legally recorded. Once a plat has been vacated, pursuant to Sec. 8-3 of these Regulations, the property depicted on that plat is no longer part of an existing subdivision.

**Engineer:** A professional engineer properly registered to practice in the State of Georgia.

**Final Plat:** A complete and exact subdivision plat prepared for official recording of that subdivision in accordance with the Plat Laws of the State of Georgia.

**Flag Lot:** A lot fronting on a public or private street which is reached via an access strip having a minimum frontage and width of 25 feet. A flag lot must meet all requirements of these regulations and the Zoning Ordinance.

**GDOT:** The Georgia Department of Transportation.

**Health Department:** The agency designated by the Glynn County Board of Commissioners to administer the health regulations of Glynn County.

**Improvements:** Those physical additions and changes to the land that may be necessary to produce useable and desirable lots.

**Individual Sewage Disposal System:** An approved sewage treatment device for one lot.

**Land Surveyor:** A land surveyor properly registered to practice in the State of Georgia.

**Land-disturbing Activity:** Any activity which may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands within the state, including, but not limited to, clearing, dredging, grading, excavating, transporting, and filling of land but not including agricultural practices and other exemptions as described in the Glynn County Code of Ordinances Section 2-5-102(A).

**Lot:** A portion of a subdivision intended as a unit for transfer or for development, or both. The word "lot" includes the word "plot" or "parcel".

**Lot, Double Frontage:** A lot with frontage on two streets, at a point other than at their intersection, as distinguished from a corner lot.

**Lot Width:** The distance between side lot lines measured at the required minimum front setback line in that district provided that on a curve in the street the lot width measured along the minimum setback line, as measured by chord length, is not less than 80% of the required lot width in the district. In the case of lots on the turning circle of a cul-de-sac, the width may not be less than 60% of the required lot width in the district as measured by chord length. See 6.4.A.5 for lot width requirements for flag lots.

**Master Plan:** A comprehensive plan for development.

**Person:** The word "person" includes a firm, corporation, or partnership.

**Plat:** A map or drawing upon which the plan of the subdivision is presented for approval.

**Preliminary Plat:** A tentative subdivision plat, indicating approximate proposed layout of a subdivision submitted with supporting documentation for consideration and approval prior to preparation of the final plat.

**Private Sewage System:** A sewage system including collection and treatment facilities that is owned, maintained, and operated by a community corporation, landowners association, or the developer serving more than one lot and approved by the Environmental Protection Division, Georgia Department of Natural Resources.

*Private Water System:* A water system including treatment and distribution facilities owned, maintained, and operated by a community corporation, landowners association, or the developer serving more than one lot and approved by the Environmental Protection Division, Georgia Department of Natural Resources.

*Public Sewage System:* A sewage system including collection and treatment facilities that is owned, maintained, and operated by the County or a municipality and serving more than one lot and approved by the Environmental Protection Division, Georgia Department of Natural Resources.

*Public Water System:* A water system including treatment and distribution facilities that is owned, maintained, and operated by the County or a municipality serving more than one lot and approved by the Environmental Protection Division, Georgia Department of Natural Resources.

*Reserved Strip:* A small strip of land between the terminus of a platted street right-of-way and the plat boundary where ownership could be retained by the subdivider which would prevent the extension of said street into adjacent property.

*Right-of-Way:* Access over or across particularly described property for a specific purpose or purposes. The usage of the term "right-of-way" for land platting purposes means that every right-of-way hereafter established and shown on a final plat must be separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots or parcels.

*Right-of-Way Line:* The outside boundaries of a highway or street right-of-way, which are established by recorded easement, deed, or dedication and official acceptance.

*Screening:* A strip of densely planted shrubs or trees at least three feet wide and three feet in height at the time of planting, or a ten-foot wide naturally vegetated buffer strip, or an opaque wall or barrier of uniform material at least six feet in height. Screening should be maintenance free or setback from the property line to allow access for maintenance.

*Street:* An opened and improved public or private thoroughfare which affords the principal means of access to abutting property.

*Street(s), Private:* Any street, road, lane, way, or thoroughfare which affords the principal means of access to abutting property and has not been formally dedicated to and is not maintained by Glynn County. Private streets must meet minimum standards for public streets.

*Street(s), Public:* Any street, road, lane, way, or thoroughfare which affords the principal means of access to abutting property and which has been formally dedicated to and accepted by Glynn County. Maintenance in the form of upkeep, grading, usage or assumption of said road is not assumed unless such road is shown on the official Glynn County Public Road Map.

*Street(s), Arterial:* Those streets which are designated as arterials on the major thoroughfare plan and which are used or intended primarily for fast or heavy traffic.

*Street(s), Collector:* Those streets which carry traffic from minor or sub collector streets to the major system of arterial streets and highways and those streets serving commercial and industrial areas. Collector streets should be designed to have limited residential frontage.

*Street, Lane(s):* Minor ways which are used primarily for vehicular service access to the back or the side of properties otherwise abutting on a street.

*Street(s), Marginal Access:* Those minor and sub collector streets which are parallel to and adjacent to arterial streets and highways and which provide access to abutting properties, and protection from through traffic.

*Street(s), Minor:* Those streets which are used primarily for access to abutting residential property and are designed to carry no more traffic than that which is generated on the street itself. Minor streets should be designed to convey an average daily traffic (ADT) volume not greater than 250 for cul-de-sacs and 500 for loop streets.

*Street(s), Sub collector:* Those streets which are used for access to abutting residential property and also conduct traffic from minor streets that intersect it. Sub collector streets should be designed to convey an average daily traffic (ADT) volume not greater than 1,500. Residential streets that can be used as through streets between collector and arterial streets are classified as collector streets.

*Street Centerline:* That line surveyed and monumented by the governing body is the centerline of a street, or if no centerline has been so determined, it is that line running midway between, and parallel to the general direction of the outside right-of-way lines of such streets.

*Subdivider:* The owner of land proposed to be subdivided or his designated representative. Consent is required from the legal owner(s) of the property.

*Subdivision:* All divisions of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose of immediate or future sale, legacy, gift, or building development; all divisions of land involving a new street or a change in existing streets. The term includes the resubdivision of land and when appropriate to the context relates to the process of subdividing or to the land subdivided.

*Temporary Access:* Any privately owned road or other access, whether improved, that is not intended for permanent use. No building permit may be issued for the construction of any building on a parcel of land which only has access by a temporary access.

*Utility:* Public or private water or sewer piping systems, water or sewer pumping stations, electric power lines, fuel pipelines, telephone or telecommunications lines, stormwater systems, railroads, or other utilities identified by the County.

*Utility Manager:* The person charged with administrative leadership of the Glynn County Utility Division by whatever name he/she is called or designee.

*Waterbody:* Any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells, and other bodies of surface or subsurface water, natural or artificial, lying within or forming a part of the boundaries of the state which are not entirely confined and retained completely upon the property of a single individual, partnership or corporation.

*Zoning Ordinance.* The Glynn County Zoning Ordinance.

## ARTICLE 6. DESIGN STANDARDS

### Sec. 6-1 Minimum Design Standards and Improvements.

In order that the various purposes of this ordinance may be accomplished, all new subdivisions and all proposed public improvements in existing subdivisions must be developed and improved in accordance with the minimum design standards in this Article. Final approval may not be given to a subdivision until all appropriate design standards have been met and until all appropriate required improvements have either been installed or an appropriate bond, certified check, or contract (performance) bond has been posted to secure the installation of such improvements.

### Sec. 6-2 , General Subdivision Design Standards

All subdivision construction shall comply with the following design standards.

- 6.2.A. *Address Numbering System.* All subdivision plats must be provided with an address numbering system suitable for use by the U. S. Postal Service and which is compatible with any other system in the surrounding area. This system must be reviewed and approved by the Glynn County Engineering Department and placed on a reproducible mylar copy of the final plat before final plat approval.
- 6.2.B. *Drainage.* Curbs, inlets, swales, ditches, pipes, stormwater management facilities, etc., must be engineered and constructed in accordance with the Post-Construction Stormwater Management Ordinance, Local Design Manual, and the Georgia Stormwater Management Manual and Coastal Stormwater Supplement. The development engineer must submit calculations and elevations

which support the proposed improvements to the County Engineer for his approval. Material requirements for pipe culverts are:

1. Reinforced concrete pipes or dual-walled high density polyethylene (HDPE, N-12 or equivalent) are required for all culverts. The use of HDPE requires a minimum of 1.5 feet of cover.
2. No metal culverts are allowed.
3. The minimum diameter for pipe culverts is 15 inches.
4. All material must conform to the current GDOT material specifications.

6.2.C. *Removal of Trees.* Trees may be retained in the right-of-way provided that the nearest edge of the trunk is not closer than 8 feet from the paving edge or 19 feet from the centerline of an unpaved street provided additional right-of-way or easement must be provided if needed to allow the construction and maintenance of proper ditches. Exceptions from the 8-foot or 19-foot requirement may be made for specimen or unique trees as determined by the County Engineer. Vertical clearance of all limbs must be 16 feet above the roadbed surface. Where the right-of-way width is enlarged or widened to accommodate landscaping, screening or specimen trees, the amount of excess of the required right-of-way may be used in the computation of open space in that subdivision.

6.2.D. *Soil Erosion and Sedimentation Control Plan and Land-disturbing Activity Permit.* If required by the Glynn County Soil Erosion and Sedimentation Control Ordinance (Code of Ordinances, Article VII), a Soil Erosion and Sedimentation Control (E. & S.) Plan must be submitted to the Community Development Director. The E. & S. Plan may be submitted prior to the time of filing the development's construction or site plans. A copy of the E. & S. Plan must be submitted as a part of the filing of the construction plans or the site plans when they are required. A Land-disturbing Activity Permit must be obtained from the Community Development Director, before or concurrent with, receiving construction plan approval. Land disturbing activities may not begin prior to the issuance of a Land-disturbing Activity Permit when a Land-disturbing Activity Permit is required.

6.2.E. *Subdivision of Property Along State Highways.* GDOT must approve all access roads or drives for property fronting on a State Highway. No action may be taken by the Planning Commission until GDOT has granted approval of the access and has submitted such approval in writing to the Planning Commission.

6.2.F. *Curb Ramps.* All streets, roads, highways, and pedestrian walkways to be dedicated or conveyed to Glynn County must comply with the following:

Curb ramps or other sloped areas must be provided where any street level pedestrian walkway intersects any street, road, or highway having curbs or other barriers to entry from a street level pedestrian walkway. This requirement applies to all areas whenever a new (from January 1, 1992) street, road, or highway is constructed or altered. This requirement also applies to all newly constructed or altered pedestrian walkways. Paving, repaving, or resurfacing a street, road, highway, or walkway will be considered an alteration for the purpose of this Section. All curb ramps or other sloped areas must comply with the Uniform Federal Accessibility Standards (41 C.F.R. § 101-19.6, Appendix A), the ADA Standards for Accessible Design (28 C.F.R. Part 36, Appendix A) or the GDOT, Standard Construction Details, Special Detail, Concrete Sidewalk Details, Curb Cut (Wheelchair) Ramps, A3. In the event of a conflict between these standards, the standard which provides the greatest accessibility must be followed.

6.2.G. *Subdivision Access.* Each subdivision on St. Simons Island with 25 or more lots must have at least two points of access that are connected to each other within the subdivision. The location of the two points of access must be shown on the preliminary plat and subject to the approval of the Planning Commission.



### Sec. 6-3 Street Design Standards

6.3.A. *Applicability.* The standards in this Sec. 6-3 apply to:

1. New public streets established in connection with the development of a subdivision as defined by this ordinance;
2. Unopened public streets or rights-of-way within a previously established subdivision; and
3. **New** public or private streets required to meet the block size standards of Sec. 3-19 (Block Standards) of the Zoning Ordinance.

6.3.B. *General Provisions.* The following general provisions apply to all new streets.

1. *Continuance of Existing Street Pattern.* The arrangement of streets should provide for the alignment with, or the continuation of, or the appropriate projection of existing major streets in surrounding areas as shown on the Glynn County Road Classification Map.
2. *Street Jogs.* Street jogs, or centerline offsets in the horizontal alignment of streets across intersections of less than 150 feet are prohibited.
3. *Intersections.* The **centerline** of no more than two street rights-of-way shall intersect at any one point. Streets must be laid out so as the right-of-way centerlines will intersect as nearly as possible at right angles and not less than 80 degrees for a minimum distance of 75 feet.
4. *Distances Between Intersections.* New street entrances on streets designated or classified as arterial streets must be at least 660 feet from any other new or existing street intersecting with the arterial street from either side. Along divided arterial streets, this distance requirement will not apply to streets on opposite sides if there is no median cut. New street entrances on streets designated or classified as collector streets must be at least 450 feet from any other new or existing street intersecting with the collector street from either side. Distances between street intersections are measured between right-of-way centerlines.
5. *Subdivisions on Arterial Streets.* Where a subdivision abuts or contains an existing or proposed arterial street, the Planning Commission may require marginal access streets, reverse frontage with screen planting contained in a non-access reservation along the rear property lines, deep lots with rear service lanes, or such other treatment as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.
6. *Minimum Curb and Edge of Pavement Radius.* Minimum curb or edge of pavement radius must be determined before preliminary plat approval according to the specifications for the street of higher classification at the intersection as specified as below:

Classification	Minimum Radius
Minor Street	20 Feet
Sub-collector Street	25 Feet
Collector Street	25 Feet
Higher Order Streets	As determined by County Engineer

7. *Permanent Dead-End Streets.* Dead-end streets, designed to be permanent cul-de-sacs may not exceed 1,200 linear feet measured from the centerline of the nearest intersecting through street to the center of the turnaround except where the design provides for intermediate turnarounds configured as a traffic island centered on the travel path or as an eyebrow when offset from the travel path for every additional 1,200 linear feet or 25 lots or residential units whichever is greater. All dead end streets with more than two lots must provide a cul-de-sac terminus. The cul-de-sac, traffic circle or eyebrow must provide a turnaround with a minimum outside paving edge radius 45 feet and a minimum inside paving edge radius of 25 feet, and a right-of-way radius of at least 50 feet with a roadside ditch that is less than 1 foot in depth,

55 feet with a 1 to 2 foot deep roadside ditch, 60 feet with a 2 to 3 foot deep roadside ditch and if there is a ditch of three feet or greater in depth the right-of-way radius is to be determined by the County Engineer, except where such street serves two lots or less. The paving edge equivalent for unpaved streets is 11 feet right and left of the roadbed centerline.

*Exception:* Cul-de-sacs may be designed with traffic/landscape islands.

8. *Temporary Dead-End Streets.* Temporary dead-end streets must meet the requirements of the Planning Commission for design, maintenance, and removal.
9. *Half-Streets.* Half-streets or streets with a right-of-way less than 50 feet are not permitted.
10. *Interior Streets.* Interior streets within subdivisions must be so laid out and designed that their use by through traffic and speeding traffic is discouraged.
11. *Street Names.* All new streets must be named. No name may be used that duplicates and existing street name or could be confused with existing street name.
12. *Additional Right-of-Way.* Any proposed subdivision or public improvement that includes a platted street that does not conform to the minimum right-of-way requirements of this ordinance must provide for the dedication of additional right-of-way along either one or both sides of said street so that the minimum right-of-way required by the ordinance can be established. If the proposed subdivision abuts only one side of said street, then a minimum of one-half of the required extra right-of-way must be dedicated or reserved by such subdivision.
13. *Traffic Control Devices.* Street name markers and such signs, signals and pavement markers, as needed for safety purposes and as determined by the County Traffic Safety Engineer, must be provided in accordance with the Manual of Uniform Traffic Control Devices, GDOT. All traffic control devices must be provided by the developers and installed by the County Public Works Department prior to final inspection and approval by the County Engineer for all improvements.
14. *Major Thoroughfare Plan.* When the major thoroughfare plan of the community shows proposed arterial streets and collector streets within a proposed subdivision, the subdividers must design the street system within such subdivision to conform with the location and arrangement of such arterial and collector streets.
15. Minimum Distance Between Reverse Curves.

Classification	Distance Between Reverse Curves
Major Arterial	100 feet
Minor Arterial	100 feet
Collector Street	100 feet
Sub-collector Street	75 feet
Minor Street	75 feet

16. Minimum Street Centerline Elevation (MSL).

Classification	MSL
Major Arterial	8.0 feet
Minor Arterial	8.0 feet
Collector Street	7.5 feet
Sub-collector Street	7.5 feet
Minor Street	7.5 feet

- 6.3.C. *Design Standards for Unpaved Minor Streets.* All unpaved minor streets which require roadside ditches for proper drainage (see [Sec. 6.3.C.8](#) below for streets that do not require roadside

ditches) must be designed and constructed in accordance with the following minimum specifications and standards:

1. Minimum right-of-way required where roadside ditches are required is 60 feet, 30 feet right and left of the roadbed centerline.
2. Roadbed width must be a minimum of 30 feet, 15 feet right and left of the centerline with a minimum crown of six inches to centerline. Travel lanes must have a minimum width of 22 feet, 11 feet right and left of the centerline with grassed shoulders with a minimum ratio of 3:1. Roadside ditches shall have a flat bottom with a minimum width of 24 inches. All back slopes where required will consist of a minimum slope ratio of 2:1.
3. The top 6 inches of all travel lanes must be compacted to a minimum 95% standard proctor density. Test reports must be supplied by the developer at the request of the County Engineer. Also, stabilization requirements of travel lanes must be based on the County Engineer's recommendation as to the type and amount. The recommendation must be based on considering the type of soils, drainage, estimated traffic volumes and types and surrounding topography.
4. Test for compaction must be located no more than 500 feet apart and staggered to right and left and on centerline.
5. All drainage culverts for unpaved county streets must be of material specifications according to GDOT. This is required due to ditch maintenance activity. Also, a minimum of 1 foot cover on all pipes is required.
6. The grassing requirement will be determined by the County Engineer or as required by the Glynn County Soil Erosion and Sedimentation Control Ordinance (Code of Ordinance, Article XII).
7. All unpaved County streets that tie into paved streets must provide ramp paving of a minimum of 22 feet in width and 24 feet in length in accordance with minimum paving requirements of this ordinance.
8. Other streets that do not require roadside ditches shall comply with all requirements except that of ditch widths and back slope regulations. These streets may be constructed on 50-foot right-of-way widths.

6.3.D. *Design Standards for Paved Streets.* All paved streets must be designed and constructed in accordance with the following minimum specifications and standards:

1. Minimum Right-of-Way Width

Classification	Minimum Right-of-Way Width
Controlled Access Highways	300 Feet
Major Arterial	100 Feet
Minor Arterial	80 Feet
Collector Street	70 Feet (see Note 1)
Sub-collector Street	60 Feet (see Note 1)
Minor Street (Paved)	50 Feet (see Note 1)
Minor Street (Unpaved)	60 Feet
Alleys	25 Feet

Table Note:

1. At the discretion of the County Engineer, the minimum right-of-way width for collector, sub-collector and minor streets may be reduced by 10 feet by providing curb and gutter on each side of the paving edge or an equally acceptable engineering design method with a proper design and installation of catch basins, drop inlets and pipe culverts to provide for storm water run-off.

2. Minimum Pavement Width.

Major Arterial	Width
2-lane single	24 Feet
2-lane divided	12 Feet
4-lane single	48 Feet (see Note 1)
4-lane divided	24 Feet (see Note 1)
Minor Arterial	Width
2-lane single	24 Feet
2-lane divided	12 Feet
4-lane single	44 Feet (see Note 1)
4-lane divided	22 Feet (see Note 1)
Collector Street	Width
2-lane single	24 Feet
2-lane divided	12 Feet
Sub-collector Street	Width
2-lane single	20 Feet
2-lane divided	10 Feet
Minor Street	Width
2-lane single	18 Feet
2-lane divided	9 Feet
Collector Street	Width
2-lane single	24 Feet
2-lane divided	12 Feet
Sub-collector Street	Width
2-lane single	20 Feet
2-lane divided	10 Feet

Table Note:

1. The developer is required to pave only two lanes unless the increasing design traffic volumes generated by the development will exceed the two-lane capacity within one year. Acceleration, deceleration, and turning lanes will be required where it is determined to be necessary by the county engineer.

3. Width of Shoulder.

Classification	Min. Width of Shoulder
Major Arterial	8 Feet
Minor Arterial	8 Feet
Collector Street	6 Feet
Sub-collector Street	4 Feet
Minor Street	4 Feet

4. County-Wide Minimum Paving Requirements (Asphalt).

- a. *Stabilized Subgrade.* The top 12 inches of the subgrade must be compacted to 100% standard proctor density. All embankments must be placed in 6-inch layers. Tests for compaction must be located no more than 500 feet apart and staggered to the right and left and on the centerline. Test reports shall be supplied by the developer at the request of the County Engineer.

- b. *Pavement Structure Design.* The pavement structure shall be designed in accordance with the American Association of State Highway Transportation Officials' interim guide specifications, the Asphalt Institute Manual Series No. 1 (MS - 1) August, 1979, or any equally acceptable engineering design method except that the minimum thickness must be as shown below.
  - c. *Base Course.* At least 6 inches thickness of crushed limerock or graded aggregate, or a sufficient thickness of other material to provide an equivalent total structural capacity, is required for all streets, except minor streets which may be a minimum of 4 inches. Four-inch base course is only allowed if approved by the County Engineer on a case-by-case basis and substantiated with geotechnical data. Also, the required compaction of base course is 98% standard proctor density. Tests for thickness and compaction must be located no more than 500 feet apart staggered to right and left and on centerline.
  - d. *Prime.* All bases must be primed with a suitable grade of bituminous prime at the rate of 0.15 or 0.30 gallon per square yard and cured a minimum of three days under traffic before the surface course is placed. Areas subject to picking-up must be sanded with a blotter sand before traffic is allowed on it. Prime is not required if surface course is placed within three days after the base course is in place.
  - e. *Surface Course.* Flexible asphaltic concrete type pavements minimum thickness 1.5 inches (GDOT 12.5mm Superpave or 9.5mm Superpave).
  - f. *Crown.* Pavement shall be crowned at a rate of ¼" per foot.
  - g. *Deceleration Lane.* Deceleration (decel) lane is required on all roadways with a speed limit of 35 MPH unless waived by the County.
  - h. *Left Turn Lane.* Left turn lane is required in subdivisions of 100 lots or greater unless this requirement is waived by the County.
  - i. *Note:* All materials and construction to conform with GDOT Standard Specifications, the latest edition.
5. County-Wide Minimum Paving Requirements (Concrete).
- a. *Stabilized Subgrade.* The top 12 inches of the subgrade must be compacted to 100% standard proctor density. All embankments must be placed in 6-inch layers. Tests for compaction must be located no more than 500 feet apart and staggered to the right and left and on the centerline. Test reports must be supplied by the developer at the request of the County Engineer. Composition requirements of the subgrade are to be determined by the soil survey and GDOT specifications.
  - b. *Pavement Structure Design.* All materials including cement, concrete aggregates, expansion-joint material, curing compound, air-entraining admixtures and others must conform to the latest revised standard specifications of the American Society for Testing and Materials (ASTM). Concrete must also be manufactured and delivered in accordance with ASTM standards. If it can be shown that adequate strength, surface finish, and durability can be obtained on a consistent basis with mix designs other than those specified by ASTM, such designs can be used upon approval from the County Engineer.
  - c. *Surface Course.* Concrete must be placed, struck off, consolidated, finished to grade, jointed and properly cured as specified by the County Engineer. Minimum thickness for minor streets shall be 5 inches. Thickness of other street classifications must be based on anticipated traffic volumes and be approved by the County Engineer.
  - d. *Open to Traffic.* The pavement must be closed to passenger car traffic for at least three full days or until such time that the minimum compressive strength of the concrete is at least 75% of its design strength. Traffic must be restricted to passenger cars and light trucks for

at least seven days after concrete is placed. In all cases approval must be obtained from the County Engineer prior to opening of the pavement to traffic.

*Note:* Detailed specifications will be submitted by the developer to the County Engineer for consideration.

6.3.E. *Private Streets.* Private streets are permitted within the County under the following conditions:

1. Private streets must meet the procedural requirements of this ordinance regarding preliminary and final plat.
2. Private streets in subdivisions must be improved or constructed according to the design standards established for public streets.
3. All private streets and street name markers must be maintained by the owners of the property within such subdivisions and the County will have no responsibility whatsoever for their maintenance and repair until and unless improved to County Street standards and dedicated and accepted by the County Commission. Where water and/or sewer lines dedicated to the county are contained in a blanket easement that may include a portion of the private streets, the County, its agents, assigns or representatives shall have the immediate right and ability to repair or improve the lines without responsibility to repair any damage to private owned street. All street repairs by the owner must be to County standards.

This acknowledgement must be prominently placed on the record plat and must also be contained in the easement.

4. Private streets must always remain open for police, fire, ambulance, and other vehicles of all government agencies. Gated communities must provide access using a Knox Box device or other method as agreed upon by Glynn County.

6.3.F. *Private Access Easements.* Private access easements are only permitted in Expedited Subdivisions as provided in [Article 8](#). Private access easements must meet the following minimum design standards:

1. Unpaved.
  - a. Minimum easement width of 60 feet;
  - b. Maintained roadbed with a minimum width of 20 feet; and
  - c. Drainage improvements meeting Glynn County drainage requirement and approved by the County Engineer.
2. Paved-Residential.
  - a. Minimum easement width of 40 feet;
  - b. Paved roadbed with a minimum width of 16 feet, provided that the roadbed must meet the requirements of either [Sec. 6.3.D.4](#) or [Sec. 6.3.D.5](#); and
  - c. Drainage improvements meeting Glynn County drainage requirements and approved by the County Engineer.
3. Paved-Commercial Development, Industrial, or Planned Development.
  - a. Minimum easement width of 25 feet;
  - b. Paved roadbed with a minimum width of 24 feet, provided that the roadbed must meet the requirements of either [Sec. 6.3.D.4](#) or [Sec. 6.3.D.5](#); and
  - c. Drainage improvements meeting Glynn County drainage requirements and approved by the County Engineer.

## Sec. 6-4 Lots.

All new lots in a subdivision must comply with the following standards:

6.4.A. *General Provisions.* The following general requirements apply to all new lots in a subdivision.

1. *Orientation of Lot Lines.* In general, side lot lines must be at right angles to street right-of-way lines, or radial to street right-of-way curves or cul-de-sac turnarounds.
2. *Corner Lots.* Corner lots for residential use must have sufficient width and depth to permit the establishment of appropriate building setback lines from both streets.
3. *Double Frontage Lots.* Double frontage lots are only permitted where found necessary to separate a development from major arterials or to overcome specific disadvantages to topography and orientation.
4. *Minimum Lot Elevation.* Elevations of lots within flood prone areas as defined officially by the Federal Emergency Management Agency and Glynn County must conform to the requirements established for development within the established boundaries.
5. *Flag Lots.* Flag lots are only permitted under the following conditions:
  - a. Location in an Expedited Subdivision as provided in [Sec. 1.1.A.1](#). The number of flag lots may not exceed 50% of the total number of lots created.
  - b. Located in new subdivisions submitted under [Article 7](#) and not to exceed 10% of the total number of created lots.
  - c. Where the flag lot makes it possible to better utilize irregularly shaped properties or areas with resource limitations.
  - d. Access strips having a minimum frontage of 25 feet on an approved public or private right-of-way.
  - e. Minimum lot size, excluding the area of the access strip, must be the minimum lot size requirement for the zoning district in which the property is located.
  - f. No building is permitted in the access strip.
  - g. Lot width, front, side, and rear yard setback requirements of the Zoning Ordinance to be met on that portion of the lot excluding the access strip.
  - h. Where flag lots are used to eliminate and not substantially increase the number of access points to collector or arterial streets.
  - i. Where flag lots would front on State owned highways the proposed subdivision must be approved by GDOT for the increase in curb cuts prior to being submitted to the Planning Commission.
  - j. Where flag lots would front on County owned streets the proposed subdivision must be reviewed by the County Engineer to determine if there is any potential hazard created by an increase in the number of access points on County streets.

6.4.B. *Lot Width and Lot Area Requirements.* New lots in subdivisions must conform to the lot area and lot width requirements set forth in the following schedule, provided the lot area and lot width requirements for the zoning district in which the subdivision will be located will apply when such requirements are more restrictive than listed below or if the subdivision is within a Planned Unit Development and variances have been approved. Lot width and lot area requirements are subject to approval by the Glynn County Health Department but may not be less than the following, provided that sufficient space shall be provided for a replacement septic field that meets requirements of Glynn County Health Department:

Available Utilities	Lot Width and Lot Area Requirements
Central Water System & Central Sewage System	Minimum Lot Width 60 Ft. Minimum Area 6,000 Sq. Ft.
Central Water System or Central Sewage System	Minimum Lot Width 90 Ft. Minimum Area 12,000 Sq. Ft.
Individual Water System & Individual Sewage Disposal System	Minimum Lot Width 100 Ft. Minimum Area 20,000 Sq. Ft.

- 6.4.C. *Building Lines.* Building setbacks must be provided on lots and shall conform to the Zoning Ordinance pertaining to the classification in which the lots to be subdivided are located. Setback lines must be shown on all lots.
- 6.4.D. *Debris and Waste.* No cut trees, timber, debris, junk, rubbish, or other waste materials of any kind must be buried in any land or left or deposited on any lot or street at the time of the issuance of a certificate of occupancy, expiration of the performance bond or acceptance of public improvements, whichever occurs first.
- 6.4.E. *Waterbodies and Watercourses.* If a tract being subdivided contains a waterbody, or portion thereof, lot lines must be drawn to distribute the entire ownership of the waterbody among the adjacent lots. The Planning Commission may approve an alternate plan whereby the ownership of and responsibility for safe maintenance of the waterbody is to be placed that it will not become a county responsibility. Where a watercourse separates the buildable area of a lot from the street by which it has access, provisions must be made for installation of a culvert, bridge, or other structure of a design approved by the County Engineer.
- 6.4.F. *Building Permits.* No building permits may be issued, and no building may be erected on any lot created following the enactment of this ordinance which does not comply with the requirements established herein and unless the street giving access to the lot upon which the building is proposed to be placed has been accepted, opened as, or shall have otherwise received the status of a public street or an officially approved private recorded easement.

**Sec. 6-5 Family Lots.**

The intent of this section is to facilitate the continuation of the family farming unit and the legacy family character of the Forest Agributlure (FA) zoning district on the Mainland.

Notwithstanding the minimum lot size standards otherwise applicable in the FA zoning district, smaller family lots may be created, subject to the following:

- 6.5.A. Family lots are be permitted on the Mainland.
- 6.5.B. No more than three family lots may ever be created from any property over 20 acres existing on the effective day of this section.
- 6.5.C. Family lots must conform to the following:
  1. Minimum lot area: 20,000 square feet.
  2. Minimum lot width: 100 feet.
  3. Minimum front yard depth: 20 feet.
  4. Minimum side yard: 7 feet from each side.
  5. Minimum rear yard:
- 6.5.D. The property owner or their ancestors must have had a recorded title to the property before the effective date of this section.
- 6.5.E. The owner of the lot may only lease or sell the lot to an immediate family member, who then must abide by the original conditions. For the purposes of this section, an immediate family



member means a parent, biological or legally adopted child, stepchild, or child-in-law; sibling or step-sibling or sibling-in-law; grandparent; grandchild; uncle or aunt; or nephew or niece.

- 6.5.F. Ownership of a family lot cannot be transferred within five years of the date of the approved creation of the lot, except to another immediate family member, or where the Planning Commission finds a hardship such as a death of the family member or a bona fide foreclosure of the mortgage or deed of trust.
- 6.5.G. Any deed or other instrument conveying title from the owner of the property to a family member must be signed by both the grantor and the grantee. The grantor must clearly and conspicuously state, and the grantee must acknowledge, that the conveyed property is a family lot subject to the requirements of this section.

### Sec. 6-6 Blocks.

All blocks hereafter established within a subdivision must conform to the following design standards:

- 6.6.A. *Block Size.* In order that there may be convenient access between various parts of a subdivision and between the subdivision and surrounding areas to help prevent traffic congestion and traffic hazards, the following apply:
  - 1. The length of blocks on a straightaway, where feasible, may not exceed 1,800 feet in length.
  - 2. The block perimeter must conform with any applicable requirements of Sec. 3-19 of the Zoning Ordinance.
- 6.6.B. *Crosswalks.* Rights-of-way for pedestrian crosswalks must be provided when in the opinion of the Planning Commission crosswalks are necessary to give a direct pedestrian approach to schools, local shopping centers, and parks. Said rights-of-way may not be less than 10 feet in width.

### Sec. 6-7 Easements.

The following easements shall be required within subdivisions:

- 6.7.A. *Utility Easements.* A 10-foot utility easement shall be provided on both sides of street rights-of-way within a subdivision. This easement area may only be used for underground electric, telephone, and television cable lines where there is not sufficient area within the right-of-way. The easement area must be kept free of fences, screens or other permanent structures.
- 6.7.B. *Drainage Easements.* Where a subdivision is traversed by a watercourse, drainageway, channel or stream, there must be provided a drainage easement or right-of-way conforming substantially with the lines of such watercourse, and such further width or construction, or both, as will be adequate for the purpose of drainage and maintenance, considering possible future development of higher land in the same drainage area. No fences, screens, or permanent structures may be erected or placed on or within any drainage easement.
- 6.7.C. *Maintenance Easement.* Where a drainage canal is such size that it requires mechanical means for cleaning, such as a dragline, there must be a 15-foot access easement or right-of-way on either side of such canal for access purposes.

### Sec. 6-8 Utilities.

All utilities shall conform to the following requirements:

- 6.8.A. *Public Water and Public Sewage.* Subdivisions must be served by public water and sanitary sewer systems in compliance with the Environmental Protection Division of Georgia Department of Natural Resources regulations and all local ordinances, including Section 2-16-64 of the Glynn County Code of Ordinances which pertains to water and sewer utilities, unless the County Commission may find the conditions are such that one or both of these installations may not be necessary. Before processing a preliminary plat any variance from the provision requires an approved variance from the Glynn County Board of Commissioners. The variance request will be processed through the Glynn County Board of Commissioners. The variance request must be

processed through the Capital Improvements Coordinating Committee and recommended to the Glynn County Board of Commissioners for action within 30 days of the submission.

- 6.8.B. *Private or Individual Water and Sewer Systems.* Where either public water or public sewers or both are determined by the County Commission not available to a subdivision, and a subdivider decides to establish a private water supply system and a private sewer system or allow individual systems then plans and specifications for such private or individual water and sewage systems must be approved by the Environmental Protection Division of the Georgia Department of Natural Resources and must be so installed as to simplify later connection to public utility systems, where determined to be appropriate by the County Commission or its designee.
- 6.8.C. *Fire Hydrants.* Fire hydrants are required for all subdivisions to be served by a public water system, and when determined by the County Fire Chief for subdivisions served by private water systems. As required by the National Fire Prevention Code and as adopted by the Glynn County Board of Commissioners, fire hydrants must be located no more than 500 feet apart and within 500 feet of any structure and must be on an 8-inch water line main. To eliminate future street openings, all underground utilities for fire hydrants, together with the fire hydrants themselves and all other supply improvements shall be installed and approved by the County Fire Chief before any final paving of a street shown on the subdivision plat.
- 6.8.D. *Street Lighting.* Streetlights is required at new street entrances on streets designated or classified as arterial streets where the ADT generated by the new street is 200 or more. Streetlights are also required at new street entrances on streets designated or classified as collector streets where the ADT generated by the new street is 900 or more. Streetlights must be provided by the developer and installed by the developer in accordance with design and specification standards approved by the County Traffic Safety Engineer. Streetlights must be in place before final inspection and approval by the County Engineer for all improvements.

#### **Sec. 6-9 Subdivision Corner Tie.**

All subdivision plats must show the direction and distance from a point of reference to a point on the boundary of the subdivision as per the Georgia Plat Act. If a National Geodetic Survey monument is within 2,000 feet of any point of the subdivision boundary or any point of reference shown thereon, at least two permanent monuments within the subdivision must show State Plane Coordinates.

#### **Sec. 6-10 Monuments.**

Monuments must be placed at all block intersection points, points of curvature and points of tangency of all rights-of-way and at all angle points of the subdivision boundary. Iron pins must be placed at all other lot concerns. Monuments must be of reinforced concrete 2½ inches in diameter or 2½ inches square, 30 inches long, with a flat top containing a 2-inch minimum diameter rebar scored with an indented cross to properly identify the location. Monuments must be installed following completion of all improvements and must be identified on the final plat.

#### **Sec. 6-11 Benchmarks.**

At least two permanent benchmarks must be established within a subdivision or in each phase of a subdivision and located so that no lot is more than 1,000 feet from a benchmark. Permanent benchmarks must be placed in the following locations:

1. In paved streets, offset from the centerline approximately halfway between the centerline and the pavement edge in a cast iron "water main valve" type box with an adjustable cover flush to the pavement.
2. In permanent open space areas or parks.
3. Other locations as approved by the County Engineer.

All benchmarks must be identified on the final plat with location, elevations, and reference to the source of original elevation with all pertinent data. If the final plat is approved and recorded prior to the completion

of all improvements, a reproducible mylar copy of the final plat shall be submitted to the Planning Commission with the benchmark data following the completion of all improvements. The Glynn County Engineering Department will maintain files for benchmark data.

## ARTICLE 7. SUBDIVISION PLATS

### Sec. 7-1 Sec. General Contents of Plats and Plans.

The Subdivision Preliminary Plat, the Subdivision Construction Plan and the Subdivision Final Plat along with the supporting documentation constitutes the legal and technical data required to confirm compliance with the County Ordinances and to allow recording of land ownership information. Plats are prepared to describe the layout of the property, including but not limited to parcel boundaries, rights-of-way, easements, setbacks, and buffers as well as to identify the current property owner. The construction plan is prepared to describe the physical improvements, including pavements, utilities and storm-drainage facilities which will be needed to support the proposed subdivision or land development. Preliminary Plats, Construction Plans and Final Plats must be submitted as separate documents.

### Sec. 7-2 Preliminary Plat.

The Subdivider must submit five copies of a Preliminary Plat. Submittal and review must as provided in the Development Procedures Manual. The following documentation must accompany said Preliminary Plat:

- 7.2.A. A completed preliminary plat application form and checklist.
- 7.2.B. A traffic impact study, when required by Sec. 9-3B of the Zoning Ordinance.
- 7.2.C. Documentation and confirmation of property ownership.
- 7.2.D. A copy of the submitted plat in the 11 inches by 17 inches (11" x 17") format. Scale may be reduced as necessary to fit this format. As an alternative 20 copies of the final revision of the Preliminary Plat may be submitted.

### Sec. 7-3 Preliminary Plat Requirements.

The Preliminary Plat must consist of a map or maps, drawn at a scale of not less than 1 inch in 200 feet, depicting the following:

- 7.3.A. The proposed name of the subdivision and proposed street names which may not duplicate or too closely approximate phonetically the name of other subdivisions or streets in Glynn County. If shown to the contrary, the Planning Commission or Geographic Information System (GIS) office may refuse to accept such subdivision and street names. Whether the streets are to be public or private.
- 7.3.B. Name and address and telephone number of the owner of record.
- 7.3.C. Name, address, and telephone number of the Subdivider.
- 7.3.D. Date of survey, north point and graphic scale, source of data, date of plat drawing, and space for revision dates.
- 7.3.E. Preliminary Plat Certificates and Statements as follows:

1. Certificate of Preliminary Design.

I hereby certify that the preliminary plat and layout of the proposed lots, blocks, streets, and other features included in this proposed Preliminary Plat have been prepared by me or under my direct supervision.

By: \_\_\_\_\_ Land Surveyor No. \_\_\_\_\_

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

2. Certificate of Preliminary Plat Approval

All requirements of the Glynn County Subdivision Regulations relative to the preparation and submittal of Preliminary Plat have been fulfilled, approval of this plat is hereby granted, subject to further provisions of said regulations.

This Certificate shall expire \_\_\_\_\_ (date).

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Chairman, Glynn County Planning Commission

PRELIMINARY PLAT DO NOT RECORD

- 7.3.F. A vicinity map locating the subdivision in relation to the surrounding area with regard to well-known landmarks such as major streets and thoroughfares, rail road rights-of-way, rivers, streams and other named bodies of water. Vicinity maps may be drawn in freehand and at a scale sufficient to show clearly the information required, but not smaller than one inch to one mile.
- 7.3.G. Name of former subdivision(s), if any.
- 7.3.H. Exact boundary lines of the tract or parcel to be subdivided, indicated by a heavy line giving length and bearings, and total subdivision land area in acres. The boundary lines shall apply to the entire tract to be subdivided
- 7.3.I. Natural features within the proposed subdivision, including drainage channels, bodies of water, flood plain, wetlands and other significant features.
- 7.3.J. Cultural features within the proposed subdivision, including rights-of-way widths, and names of existing and proposed streets and alleys, existing structures, existing easements, buildings, city and county lines, zoning districts and boundaries, and other significant information.
- 7.3.K. Proposed layout including lot lines with rough dimensions, lot numbers, block letters, street and alley lines, sites reserved through covenants, dedication or otherwise for public uses.
- 7.3.L. Location of existing water and sewer utilities if a connection to these public systems is proposed.
- 7.3.M. Proposed unit division or stage of development, if any, by the subdivider.
- 7.3.N. The names of owners of record and zoning of land adjacent to the tract to be subdivided.
- 7.3.O. FIRM Panel Number and flood zone designation.
- 7.3.P. Building setback information per Zoning Ordinance including setback lines on odd shaped lots.

**Sec. 7-4 Preliminary Plat Review and Approval Procedures.**

- 7.4.A. Review of applications for preliminary plat approval must be performed by the Community Development Director. Upon receipt of a complete application for preliminary plat approval, the Community Development Director must review the application and determine whether the Preliminary Plat submitted meets the requirements of these subdivision regulations and any other applicable County Codes and Ordinances. The Community Development Director, after review of a complete application, must either:
  - 1. Approve the Preliminary Plat; or
  - 2. Approve the Preliminary Plat, subject to any necessary modifications the nature of which must be indicated on the Preliminary Plat or attached to it in writing; or
  - 3. Disapprove the Preliminary Plat or any portion thereof in which case the Community Development Director, or designee, shall so notify the applicant in writing, stating the reasons, therefore.

- 7.4.B. Time Limit on Preliminary Plat Approval. If streets have not been opened or a final plat filed for a subdivision which has been granted Preliminary Plat approval within five years of such approval, then the plat is void and must be resubmitted for approval by the Community Development Director. A two-year extension of the Preliminary Plat may be filed if any permanent infrastructure improvements or roadbed construction have been made on the tract to be subdivided.

### **Sec. 7-5 Construction Plan.**

Based upon the Preliminary Plat the Subdivider must proceed with preparation of the Construction Plans to describe, in detail, any physical improvements related to streets, drainage and utilities. If required by Glynn County Ordinance, tree save information must also be provided at this stage. Then ten copies of the Construction Plans must be submitted to the Community Development Department for review. This submittal must consist of the Construction Plans and the following supporting documentation.

- 7.5.A. Completed Construction Plan Application.
- 7.5.B. Completed Construction Plan Checklist.
- 7.5.C. Complete Soil Erosion and Sedimentation Control Plan Application. Once the complete Soil Erosion and Sedimentation Control Plan has been approved, Glynn County shall issue the project's Land-disturbing Activity Permit. The Permit is required prior to commencement of any land-disturbing activity that requires a Land-disturbing Activity Permit (See Glynn County Code of Ordinances Section 2-5-102(A) for exemptions.).
- 7.5.D. A copy of the proposed Preliminary Plat or if available, the approved Preliminary Plat.
- 7.5.E. If wells and/or septic systems are proposed, a copy of the application for approval by the Glynn County Environmental Health Department.

### **Sec. 7-6 Construction Plan Requirements.**

The Construction Plans must consist of a map or maps, drawn at a scale of not less than 1 inch to 100 feet, depicting the following:

- 7.6.A. Name and address of the owner of record.
- 7.6.B. Name, address and phone number of the Subdivider and Engineer responsible for preparation of the plans.
- 7.6.C. A written summary of the proposal giving information as to the overall types of the structures, number and size of units, types of businesses or industry and other data as needed so that the effects of the development can be determined.
- 7.6.D. Contour lines based on sea level datum. These shall be drawn at intervals of no more than 1 foot.
- 7.6.E. Exact boundary lines of the subdivision by bearings and distances, and a scaled layout of lots and blocks with number and letter designations.
- 7.6.F. Location of existing buildings and other structures on the tract and any natural features. Show trees on County rights-of-way and adjacent to the tract to be subdivided and within county rights-of-way affected by utility or other construction.
- 7.6.G. Date of the drawing, north point, graphic scale, and space for revision dates.
- 7.6.H. Site grading and storm drainage plan, including:
1. Flood zone statement based on the FEMA Flood Inventory Maps (FIRM).
  2. A Hydrology Report, as required by the County Engineer; prepared by a Professional Engineer registered in the State of Georgia.

3. The location of any bodies of water, drainageways and other watercourses which exist on the property. If the property contains or is adjacent to marshlands, the Construction Plans shall depict the marsh/upland boundary line accurately surveyed and certified by the Coastal Protection Section, Georgia Department of Natural Resources. It is the design professional's responsibility to confirm the presence of jurisdictional waters.
  4. If the property contains or impacts wetlands, the surveyed wetland delineation shall be provided.
  5. The direction of drainage flow in streams, storm sewers, gutters, sub-drains, and the like.
  6. The location of springs either within the right-of-way or draining to the right-of-way.
  7. The location of storm sewers and appurtenances, including:
    - a. Catch basins with proposed elevations for tops and inverts.
    - b. Road crossings.
    - c. Out-falls of storm sewers.
  8. Storm sewer profiles, as follows:
    - a. Profile of existing ground at centerline of the proposed storm sewer.
    - b. Profile of the proposed finished grade.
    - c. Percent of grade of the proposed storm sewer.
  9. All existing and proposed drainage easements.
  10. The size and type or class of drainage pipe to be installed in conjunction with the project.
  11. Proposed drainage ditches for the full length of all easements.
  12. Soil Erosion and Sediment Control plans and details per the Glynn County Soil Erosion and Sedimentation Control Ordinance.
- 7.6.l. Streets and appurtenances including the following information:
1. Route number of any state or federal highway to which connection is to be made.
  2. Existing and proposed streets within the subdivision or its immediate vicinity including:
    - a. Location.
    - b. Name.
    - c. Location of pavement edge, together with any existing or required surface water drainage pipes or other appurtenances.
    - d. Right-of-way with its location measured from the pavement centerline to the edge of the right-of-way.
    - e. Radius of all returns.
    - f. Stations at every 100 feet on the street centerlines and stations at points of curvature and tangency and at the beginning and the end of all returns, at centerline intersections and at subdivision or construction limits.
  3. Road centerline curve data including deflection angle, radius, degree of curvature and tangent distance.
  4. Cul-de-sac grade profiles, design elevations around the entire turnaround.
  5. The profile of proposed street construction.
  6. Existing roads proposed to remain in use, which traverse or abut the subdivision.

7. When a street temporarily ends in a cul-de-sac turnaround but is to be extended at a later date, the existing and proposed profiles must be extended beyond the temporary cul-de-sac end, a sufficient distance to show the feasibility of the future extension of the street.
  8. When a proposed street intersects, extends, or joins an existing street, both edges of the pavement surface of the existing street must be shown in plan and profile for a sufficient distance (300 feet minimum) to show a smooth transition will exist.
  9. Where a proposed street is shown near an existing body of water show the profiles of the top of the bank, computed water elevations and the flowline of any stream or open drainage way. Show the relationship of the proposed street grade to the profiles of the body of water.
  10. If required by zoning or if proposed by the Subdivider, easements for pedestrian access across blocks.
  11. If required by zoning or if proposed by the Subdivider, plan, and profile of pedestrian and/or bicycle ways or path system.
- 7.6.J. The information related to the Water System must be shown on the plans (refer to details in the Glynn County Water and Sewer Ordinance):
1. An overall project map showing location of all waterlines, valves, fire hydrants and other appurtenances relative to streets, lot lines, lot elevations, channels, structures, and other project features significant to proposed water system improvements.
  2. Plan of water mains and appurtenances showing:
    - a. Stations at valves, intersections, and appurtenances.
    - b. Size, and type or class of pipe and valves.
    - c. Distance from back of curb and or edge of pavement or right-of-way.
    - d. Water line easements.
    - e. The location (above or below) of storm sewers.
    - f. Location in relation to any parallel or crossing sanitary sewers.
    - g. Location of any booster pumping station, pressure reducing station, back flow prevention equipment, or water storage tank.
- 7.6.K. The following information related to the Sanitary Sewerage System must be shown on the plans (refer to details in the Glynn County Water and Sewer Ordinance):
1. An overall project map showing location of all sewer lines, if any, relative to streets, lot lines, lot elevations, channels, structures, and other project features significant to proposed sewer lines.
  2. Plan and profile of sanitary sewers and appurtenances showing:
    - a. Station at every 100 feet and at appurtenances.
    - b. Size of proposed pipes and structure. Design data and velocity profile of sewer lines 10 inches or larger diameter.
    - c. Manholes with proposed elevations for tops and inverts to the nearest hundredth of a foot.
    - d. All stream crossings.
    - e. Profile of existing ground and finished ground at the centerline of the pipe together with invert and crown lines of the pipe.
    - f. Distance and percent grade between manholes.
    - g. All existing or proposed sewer line easements.

- h. The size class and type of pipe to be installed.
- i. The location of all storm sewers as required to demonstrate freedom of conflict between sanitary and storm sewers.
- j. All locations and typical detail of sanitary sewer service stub outs.
- k. Station and deflection angle at each manhole.
- l. Location and details of any proposed lift stations or grinder pumps including detailed design data.

**Sec. 7-7 Construction Plan Review and Approval Procedure.**

Once certified by the Community Development Director that the submittal is complete, (see Sec. 7-5 and Sec. 7-6 for a list of requirements) copies of the Construction Plans must be distributed to the divisions, departments and offices for review and comment in accordance with the Development Procedures Manual.

The Community Development Director must review, comment, and/or approve the Construction Plans in accordance with the Development Procedures Manual. When applicable, the applicant must ensure that three copies of stamped and sealed construction plans, reflecting all review comments, are submitted to the Utilities Manager for final certified approval, prior to E.P.D. submittal for approval. (See County Code of Ordinances 2-16-75 a. for the expedited re-submittal review by the Utilities Manager).

No work may start on the installation of the proposed infrastructure improvements (water, sewer, street, and drainage infrastructure) as shown on the subdivision Construction Plans until:

- 7.7.A. Construction Plan approval by Glynn County;
- 7.7.B. The filing of a copy of the County and State EPD approved Construction Plans and specifications with the Utility Manager for any water or sewer infrastructure construction (if applicable);
- 7.7.C. Issuance of a Land-disturbing Activity Permit (if applicable, see Glynn County Code of Ordinances Section 2-5-102(A) for exemptions); and
- 7.7.D. Construction Plan approval by the Glynn County Environmental Health Department (if applicable).

**Sec. 7-8 Final Plat.**

Before a Final Plat of a subdivision is recorded with the Clerk of Superior Court of Glynn County and title of the lots thereon are conveyed, ten prints of a final plat showing the final design of a subdivision must be submitted to the Community Development Department for review. Such submittal must be made as provided in the Development Procedures Manual. The following documentation must accompany the Final Plat:

- 7.8.A. A completed Final Plat application form and checklist.
- 7.8.B. Bond or letter of credit in the amount prescribed by the project engineer and approved by the county engineer and Environmental Quality Director for the cost of completing the project improvements.
- 7.8.C. A copy of the submitted plat in the 11 inches by 17 inches (11" x 17") format. Scale may be reduced as necessary to fit this format. As an alternative 20 copies of the final revision of the Final Plat may be submitted.
- 7.8.D. If available, a copy of the plan in computer file, DXF format.
- 7.8.E. Record drawings of which water and sewer system as well as storm water management facilities shall bear the seal and signature of the Surveyor and Engineer registered in the State of Georgia.
- 7.8.F. Conveyances of right-of-way deeds, utility and storm drainage facilities and easements.
- 7.8.G. Results of tests and inspections required for construction.



### Sec. 7-9 Final Plat Requirements.

The Final Plat may be presented for one or more phases of a multi-phase development, provided that the portion presented for approval conforms with the staging approved in the Preliminary Plat submittal. The Final Plat must be drawn at a scale of not less than 1 inch = 100 feet (1" = 100'), with a sheet size no larger than 24 inches by 36 inches (24" x 36") and no smaller than 8½ inches by 11 inches (8.5" x 11"), and shall meet the Georgia Plat Act as well as include the following:

- 7.9.A. Name of the subdivision and street(s).
- 7.9.B. Names and addresses of the owner of record and of the subdivider.
- 7.9.C. Date of plat drawing, graphic scale, north point, notation as to the reference of bearings to magnetic, true north, or grid north.
- 7.9.D. Location of tract, acres, and number of lots. Name of former subdivision if any or all the final plat has been previously subdivided.
- 7.9.E. Vicinity Map.
- 7.9.F. Courses and distances to the nearest existing street intersections or benchmarks related to NGB datum or other recognized permanent monuments.
- 7.9.G. Exact boundary lines of the tract giving distances to the nearest 1/100<sup>th</sup> foot and angles to the nearest ten seconds which shall be balanced and closed with an error of closure not to exceed one to 10,000. The error of closure shall be stated. Tract boundaries shall be determined by accurate survey in the field.
- 7.9.H. Municipality or County, lines accurately tied to the lines of the subdivision by distance and angles when such lines traverse the subdivision.
- 7.9.I. Exact location, widths, and names of all streets, public or private, and alleys within and immediately adjoining the plat and the exact location and widths of all crosswalks.
- 7.9.J. Lot lines with dimensions to the nearest 1/100<sup>th</sup> foot, necessary internal arcs and chords, and tangent or radii of rounded corners.
- 7.9.K. Note the County required building setback dimensions. Setback lines must be shown graphically on corner lots and lots with more than four sides and/or odd angles.
- 7.9.L. When lots are located on a curve or when side lot lines are at angles other than 90 degrees, the lot width at the building line shall be shown.
- 7.9.M. Lots or sites numbered in numerical order and blocks numbered alphabetically.
- 7.9.N. Location, dimensions, and purpose of all significant water courses and drainage easements, including slope easements, if required, and public service utility right-of-way lines, and any areas to be reserved by deed covenant for common uses of all property owners.
- 7.9.O. A statement of the private covenants, if they are brief enough to be shown directly on the plat; otherwise, a statement as follows: "This Plat is subject to covenants set forth in the separate document(s) attached hereto dated \_\_\_\_\_, which hereby become(s) a part of this plat", recorded on \_\_\_\_\_ (date), and signed by the owner.
- 7.9.P. Accurate location, material and description of monuments and markers.
- 7.9.Q. All Special Flood Hazard Areas inundated by 100-year flood boundaries, including the flood zone elevation, as interpreted from a current Flood Insurance Rate Map shall be delineated on the final. For subdivisions containing property within a Special Flood Hazard Area the following statement shall appear on the plat:

"Federal Emergency Management Agency Flood Insurance Rate Map (Community Number 130092, Panel Number \_\_\_\_\_, Suffix \_\_\_\_\_, Index Dated \_\_\_\_\_) indicates this property

to be in Zone \_\_\_\_\_, required elevation \_\_\_\_\_, which is in a Special Flood Hazard Area inundated by 100-year flood."

If the limits of the subdivision are contained within one Special Flood Hazard Area, only the flood zone statement will be required. If more than one zone is involved, provide zone boundary lines on plat.

7.9.R. Certificates and Statements, as follows, if applicable:

Certificate of Ownership and Dedication

It is hereby certified that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby dedicate all streets, alleys, walks, parks, rights-of-way, easements and other sites to the use of the public forever or for private use as noted.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Owner(s)

Certificate of Accuracy

It is hereby certified that this Plat is true and correct and was prepared from an actual survey of the property made under my supervision in conformity with the minimum standards and requirements of law.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Registered Land Surveyor \_\_\_\_\_ Number

Certificate of Approval by Environmental Health

The Glynn County Health Department approves this subdivision for on-site sewerage disposal and municipal water supply. A permit for on-site sewage disposal systems will be issued upon property owners' application. One combined area, equal to twice the area needed to install the original on-site sewage disposal system must be left on property free of building, concrete pads and major trees to accommodate original system and future repairs.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Environmental Health County Manager

Or

Certificate of Approval by Environmental Health

The Glynn County Health Department approves this subdivision for on-site sewage disposal and individual water wells. A permit for on-site sewage disposal systems will be issued upon property owners' application. One combined area, equal to twice the area needed to install the original on-site sewage disposal system must be left on property free of building, concrete pads and major trees to accommodate original system and future repairs.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Environmental Health County Manager

Or

Certificate of Approval by Environmental Health

The Glynn County Health Department approves this plat for on-site sewage disposal and community well service. A permit for on-site sewage disposal systems will be issued upon property owners' application. One combined area, equal to twice the area needed to install the original on-site sewage disposal system must be left on property free of buildings, concrete pads,

and major trees to accommodate the original system and future repairing. If at any time the number of connections or individuals being served by this water system exceed GA-EPD limits, the owner/operator of the water system is required to notify GA-EPD.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Environmental Health County Manager

Certificate of Approval by the Planning Commission

Pursuant to the Subdivision Regulations of Glynn County, Georgia, all requirements have been fulfilled and this plat is recommended for approval.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Director of Glynn County Community Development

Certificate of Compliance and Approval of Required Improvements and/or Performance Bond

It is hereby certified that I, as Engineer for Glynn County, Georgia, have examined this plat and that it complies in form with the requirements of the Ordinance to regulate the making of surveys and filing for record of plats of subdivisions within the County of Glynn, Georgia. Furthermore, it is hereby certified that streets, utilities, and other required improvements have been installed in an acceptable manner and according to County specifications and standards of the Subdivision regulations, and/or that the posted performance bond is in an amount sufficient to guarantee the required improvements.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Glynn County Engineer

Certificate of Approval by the Board of Commissioners

It is hereby certified that the Board of Commissioners, Glynn County, Georgia has officially approved this plat.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
County Administrator

Note:

Subdivisions having unpaved streets shall include in the Certificate of Approval by the Board of Commissioners the statement that - "The Glynn County Board of Commissioners will not assume any obligation for paving or surfacing any unpaved minor streets shown on this Plat and the paving of any street in the subdivision will be at the abutting property owner or owners' expense".

**Sec. 7-10 Final Plat Approval.**

- 7.10.A. At the time for Final Plat approval the Subdivider shall be required to submit Certifications from the County Engineer and Environmental Quality Director that the streets, utilities, and other required improvements have been installed in an acceptable manner and according to the specifications and standards of these regulations and other ordinances. The County Engineer and Environmental Quality Director shall have five working days from notification of completion by the Subdivider to perform an inspection of the improvements and notify the Director of Community Development of the results. If the required improvements have not been completed the applicant may upon the approval of the Director of Community Development post a bond, certified check, or appropriate letter of credit, herein after called a "bond". Such bond amount shall be estimated by the applicant's registered engineer and be approved by the County

Engineer and/or Environmental Quality Director as sufficient to secure to Glynn County the satisfactory installation of all required improvements or the uncompleted portion thereof. Performance bonds shall comply with all statutory requirements and shall be satisfactory to the County Attorney as to form, sufficiency and manner of execution as set forth in these regulations. Such bonds shall be approved by the County Commission as to amount, and surety and other conditions deemed satisfactory to the County Commission. The period within which required improvements must be completed shall be specified by the County Commission in the resolution approving the final plat and shall be incorporated in the bond and shall not exceed two years from the date of final approval. The County Engineer and/or Environmental Quality Director may upon proof of difficulty recommend to the County Commission at a public meeting, extension of the completion date set forth in such bond for a maximum period of one additional year. The County may at any time during the period of such bond accept a substitution of principal or sureties on the bond upon recommendation of the County Engineer, Environmental Quality Director and County Attorney.

- 7.10.B. Once certified by the Community Development Director that the Final Plat meets County Codes and Ordinances, the Director shall forward the Plat to the County Commission for action.
- 7.10.C. Upon approval of the final plat by the County Commission, the Community Development Director shall have the plat signed by the appropriate county officials and have a full-size positive copy of the original made and submit the original and full-size positive copy to the Office of the Clerk of the Superior Court of Glynn County for recording. The original final plat shall be returned to the land surveyor that certified the plat.
- 7.10.D. Inspection of Improvements for Benefit of Applicant. Where a bond has been posted the County Commission must provide upon the applicant's request an inspection of required improvements during construction to ensure their satisfactory completion and to reduce the bond. In this event, the applicant must pay to the County an inspection fee of one-half of one percent of the amount of the performance bond or \$50.00, whichever is greater. Fees are due and payable upon demand of the County and no certificates of occupancy may be issued until all fees are paid. If the County Engineer finds upon inspection that any of the required improvements have not been constructed in accordance with the County's standards and specifications, the applicants is responsible for completing the improvements. Wherever the cost of installing improvements is covered by a bond, the applicant and the bonding company shall be individually and jointly liable for completing the improvements according to specifications.

## ARTICLE 8. EXPEDITED SUBDIVISION PROCEDURES AND VACATION OF PLATS

### Sec. 8-1 Expedited Subdivisions.

Notwithstanding the procedures established in [Article 7](#), a subdivision, including the modification of a previously approved subdivision, may be submitted for review under the expedited procedures established in [Sec. 8.1.B](#), subject to the limitations and requirements herein. All subdivisions eligible under these Sections shall meet the design and improvement standards of Article VI except where specifically modified by these Sections.

- 8.1.A. Expedited Subdivisions for Property Zoned for Certain Commercial, Industrial, or Planned Development Uses.

This subsection applies to a division of land into lots in which all resulting lots front on an existing public or private street or have access to such a street by a private access easement with a minimum easement width of 25 feet. Each private access easement may serve only one resulting lot. All resulting lots must be served by existing water and sewer utilities and existing drainage improvements or be served by water and sewer utilities and drainage improvements approved by Glynn County. All proposed changes to existing utilities and drainage improvements must be approved by Glynn County prior to a division of land under this subsection.

Divisions of land eligible for expedited review under this subsection shall be limited to land within the following zoning districts, as established in Sec. 1.3. of the Zoning Ordinance:

1. All commercial and mixed-use districts;
2. All industrial districts; and
3. The Planned Commercial (PC) district.

8.1.B. Submittal, Review, and Approval.

1. An accurate plat or survey meeting the requirements of the Georgia Plat Act, prepared by a registered land surveyor (bearing his seal and signature), depicting the tract and/or lots and the proposed changes thereto must be submitted and reviewed as provided in the Development Procedures Manual. This plat must also include a general location map, identification of adjoining property owners, statement as to whether the property is within the 100-year Flood Hazard Boundary Area and identification of any drainage easements required by the County Engineer. The plat must be accompanied by a completed application, ownership certification, agent authorization form, and fee as provided in the Glynn County Code of Ordinances.
2. The staff will review the proposed subdivision for compliance with the design and improvement standards required by these Regulations, the requirements of the Zoning Ordinance, and Article III of the Water Resources Protection Ordinance (WRPO). If such standards are met, the plat will be certified by the signature of the Community Development Director. If the Director determines that the standards are not satisfied by the proposed division of property, the plat or survey will not be certified, and the reasons must be stated in writing.
3. Whenever land, easements, or other improvements are to be dedicated, the action of the Community Development Director must be forwarded to the County Commission for its approval and acceptance of dedications. For all other types of expedited subdivisions, the action of the Community Development Director will be final, except as provided for appeals.
4. With the exception of those subdivisions described in [Sec. 1.1.A.1](#), where a proposed subdivision does not meet all the criteria for consideration and approval as an expedited subdivision, the applicant may submit the proposed subdivision for review under the provisions of [Article 7](#).

8.1.C. Appeals.

1. The applicant may file a written appeal giving a specific technical cause for objecting to the decision of the Community Development Director. Such appeal must be filed with the Community Development Director and must be considered by the Planning Commission, which may approve the subdivision plat or may require changes or corrections consistent with these Regulations. Any action of the Planning Commission must be based on the applicable rules and standards contained in these Regulations. Appeals from a decision of the Community Development Director under [Sec. 8.2.A.6](#) must be filed according to the procedure described in [Sec. 8.2.A.7](#).

8.1.D. Erosion and Sedimentation Control Requirements.

1. Land-disturbing activities within the property shown on an expedited subdivision plat may be subject to specific soil erosion and sedimentation controls. Land-disturbing activities as part of a Larger Common Plan of Development, where multiple separate and distinct construction activities are planned, are subject to the Glynn County Soil Erosion and Sedimentation Control Ordinance requirements.
2. Any plat reviewed under [Sec. 8.1.B](#) must contain the following notice and must be signed by the owner, "NOTICE: Land-disturbing activities on any portion of the property shown on this

plat are subject to specific soil erosion and sedimentation controls. See [Section 8.1.D](#) of the Glynn County Subdivision Regulations for more information. Non-compliance with this Section will result in stop-work orders and possible other civil penalties associated with the land clearing and development process."

### **Sec. 8-2 Other Expedited Subdivisions.**

The following subdivisions of land or any change to an existing subdivision are eligible for expedited review if such subdivision meets one or more of the following criteria:

#### **8.2.A. General.**

1. The adjustment or relocation of one or more easements or rights-of-way, without changing the actual location of the improvement associated with such easements or rights-of-way. After review and approval pursuant to the expedited subdivision procedures, an adjustment or relocation of an easement or right-of-way, without changing the actual location of the improvement must be submitted for review and approval pursuant to the Final Plat procedures described in [Sec. 7-8](#). Any change in the actual location of the improvements associated with such easements or rights-of-way must be submitted for review and approval pursuant to [Article 7](#). The approval of an adjustment or relocation of a dedicated right-of-way or dedicated easement will not constitute an abandonment of any previously existing right-of-way or easement by Glynn County.
2. The adjustment or relocation of a lot line or lot lines, such that no additional lots are created and such that all resulting lots meet all the requirements of the Zoning Ordinance.
3. The adjustment or relocation of the lot line(s) of two or more existing lots of record to form one or more resulting lots where the number of lots is reduced and each resulting lot or lots has a greater area and the same or greater width than the original lots. The resulting lots need not meet the minimum area or width requirements that would otherwise be applicable but must meet all other requirements of these Subdivision Regulations and the Zoning Ordinance.
4. The one-time division of a tract of land into no more than four lots, all of which shall meet the lot area and width requirements of the Zoning Ordinance, all requirements of these Regulations, and must be served by drainage improvements approved by the Glynn County Engineering Division. Subdivisions eligible for expedited review under this provision shall be limited to land within the following zoning districts, as established in [Sec. 1.3.](#) of the Zoning Ordinance:
  - a. All rural districts;
  - b. All residential districts; and
  - c. All manufactured home districts.
5. If the tract to be divided fronts on an existing paved street classified as a minor street or sub-collector street, the resulting lots may front on the existing street. If the tract to be divided fronts on an existing street with a classification other than a minor street or sub-collector street, the resulting lots must access the street via a private access easement meeting the requirements of [Sec. 6.3.F](#). The private access easement will be considered the same as public right-of-way for purposes of measuring the lot area, lot width, and building setbacks for those lots abutting the easement. No more than four lots may be served by a private access easement. The plat depicting the private access easement shall contain the following notice, "The property (# of lots) herein described abuts a private access easement which shall not be paved or maintained by Glynn County." Private access easements must be named and identified by a street marker as provided in [Sec. 6.3.B](#).

No subdivision described in this subsection is permitted in a recorded subdivision zoned single-family residential if the lot to be divided has a development area (as defined in the

Zoning Ordinance) of less than 1 acre. An applicant may not submit such a subdivision for review under the provisions of [Article 7](#)

6. No resubdivision, subdivision, or other change described in these Regulations is permitted to any lot on St. Simons Island which is part of an existing subdivision in a residential or Planned Development Zoning District if the lot to be divided has a development area (as defined in the Zoning Ordinance) of 1 acre or less and that resubdivision or change would permit an increase in the density (as defined in Sec. 2-3 of the Zoning Ordinance). Two or [more](#) contiguous lots may not be assembled or combined to create more than 1 acre under this subsection. This subsection will not prevent the vacation of a plat pursuant to [Sec. 8-3](#).
7. An applicant may file a written appeal objecting to the decision of the Community Development Director under [Sec. 8.2.A.6](#). The appeal must be filed with the Community Development Director and must be considered by the Islands Planning Commission at a public hearing. The Planning Commission may approve the application only if it determines that: (1) the size and width of the resulting lots are comparable to the average lot size within the existing subdivision; and, (2) the proposed subdivision will not adversely affect density, traffic, drainage, or the burden on infrastructure.

#### 8.2.B. Submittal, Review, and Approval.

Subdivisions made eligible for expedited review under [Sec. 8.2.A.1 through Sec. 1.1.A.1](#) may be submitted for review under the procedures established in [Sec. 8.1.B through 8.1.D](#).

### Sec. 8-3 Vacation of Plats.

- 8.3.A. Any plat or any part of any plat may be vacated by the owner of the premises, at any time before the sale of any lot therein by filing a written instrument to which a copy of such plat must be attached, declaring the same to be vacated, accompanied by a fee in the amount of \$25.00. Submittal and review of the application shall be as provided in the Development Procedures Manual.
- 8.3.B. Such an instrument shall be approved by the Planning Commission in like manner as plats of subdivisions. The County Commission may reject any such instrument which abridges or destroys any public rights in any of its public uses, improvements, streets, or alleys.
- 8.3.C. Such an instrument shall be executed, acknowledged, or approved, and recorded or filed, in like manner as plats or subdivision; and being duly recorded or filed shall operate to destroy the force and effect of the recording of the plat so vacated, and to divest all public rights in the streets, alleys, and public grounds, and all dedications laid out or described in such plat.
- 8.3.D. When lots have been sold, the plat may be vacated in the manner therein provided by all the owners of lots in such plat joining in the execution of such writing.

## ARTICLE 9. VARIANCES AND EXEMPTIONS

### Sec. 9-1 Variances.

Variances shall be permitted as follows:

- 9.1.A. *General.* When a peculiar shape, or the topography of a tract of land, or other unusual condition, makes it impractical for a subdivider to comply with the literal interpretations of the design requirements of this ordinance, the Planning Commission is authorized to vary such requirements, provided, however that in so doing the intent and purposes of this ordinance are not violated.
- 9.1.B. *Conditions.* In approving variances, the Planning Commission may require such conditions that will, in its judgment, secure substantially the objectives of the standards and requirements of these regulations.

9.1.C. *Procedures.* A petition for any such variance must be submitted in writing by the subdivider at the time when the preliminary plat is filed for the consideration of the Planning Commission. The petition must state fully the grounds for the application and all the facts relied upon by the petitioner.

### **Sec. 9-2 Exemptions.**

The following activities are specifically exempt from the provisions of this ordinance:

9.2.A. All public utilities lots directly associated with the provision of potable water and removal of sewerage are hereby exempt from the provisions of this ordinance, and the creation of such a public utility lot do not require approval under [Sec. 8-2](#). Said utility lots include those for water and sewer lines, pump stations, water towers and wells.

This exemption does not include private wells and septic systems on individual residential or commercial lots.

## **ARTICLE 10. ENFORCEMENT, VIOLATIONS AND PENALTIES**

### **Sec. 10-1 Enforcement.**

It is be the duty of the Building Official to enforce these regulations and to bring to the attention of the County Attorney any violations or lack of compliance herewith.

### **Sec. 10-2 Violations and Penalties.**

The owner(s) or agent for the owner(s) of any land to be subdivided within the County who transfer or sells or agrees to sell or negotiate to sell such land by reference to or exhibition of or by other use of a plat of subdivision of such land before such plat has been approved by the Planning Commission and when applicable the County Commission and recorded in the office of the Clerk of the Superior Court of Glynn County; or uses metes and bounds description for the purpose of sale or transfer of land with the intent of evading these regulations; or any person violating any other provision of this ordinance shall, upon conviction, be deemed guilty of a misdemeanor by law for other misdemeanors.

### **Sec. 10-3 Other Penalties.**

Unless a subdivision hereafter established is designed, developed, and recorded in accordance with the provisions of this ordinance, then:

10.3.A. The County may not accept the dedication of any street within such subdivision, nor may the County improve, maintain, grade, pave, or light any street within such subdivision unless such street or streets was a public street before the adoption of this ordinance.

10.3.B. The County may not assume any responsibility for drainage problems within such subdivision unless County owned and maintained drainage structures already exist in such subdivision.

10.3.C. The County may not issue a building permit within such subdivision.

10.3.D. No unit of local government may extend any publicly operated service or utility into such subdivision.

### **Sec. 10-4 Development Procedures Manual.**

The Planning Commission may recommend, and the Board of Commissioners may adopt and from time to time amend a Development Procedures Manual to present detailed information on procedures associated with development review under these Regulations. The provisions of the Development Procedures Manual shall be consistent with these Regulations.

Before making a recommendation for the adoption or amendment of a Development Procedures Manual, the Planning Commission must conduct a public hearing at a regular or called meeting.



Notice of such hearing must be published at least 15 days before the meeting. In addition, copies of the proposed amendment must be sent by regular mail to persons and organizations involved in the development industry within Glynn County, and to persons or organizations that have placed their names on a mailing list to receive such amendments. Failure to notify such a person or organization will not be cause for finding that the notice was defective provided that the newspaper advertising requirement is met.

Before the adoption or amendment of a Development Procedures Manual, the Board of Commissioners must conduct a public hearing at a regular or called meeting. Notice of such hearing must be published at least 15 days before the meeting.

## **ARTICLE 11. AMENDMENTS**

This ordinance may be amended, but no amendment may become effective unless it has been proposed by or submitted to the Glynn County Planning Commission for review and recommendation. The Planning Commission must hold a public hearing on any amendment to these regulations, notice of which must be published at least 15 days before such hearing in a newspaper of general circulation in Glynn County. The Planning Commission must submit its recommendation to the Commissioners of Glynn County. Before enacting an amendment to these regulations, the Commissioners of Glynn County must hold a public hearing thereon, notice of which shall be published at least 15 days prior to such hearing in a newspaper of general circulation in Glynn County.

## **ARTICLE 12. LEGAL STATUS PROVISIONS**

### **Sec. 12-1 Validity.**

Should any Section or provision of this ordinance be declared by the courts to be unconstitutional or invalid, such declaration shall not affect the ordinance as a whole, or any part thereof other than the part so declared to be unconstitutional or invalid.

### **Sec. 12-2 Effective Date.**

This ordinance shall take effect and be enforced from and after its adoption.

### **Sec. 12-3 Repeal of Conflicting Ordinances.**

All ordinances and parts of ordinances in conflict herewith are hereby repealed.