



CITY OF WAYCROSS, GEORGIA  
**DEPARTMENT OF COMMUNITY IMPROVEMENT**  
 P. O. Drawer 99 – 417 Pendleton Street – Waycross, GA 31502-0099  
 Tele (912) 287-2944 – Fax (912) 287-2948 – [www.waycrossga.com](http://www.waycrossga.com)

## SUBDIVISION OF PROPERTY REQUEST

- INSTRUCTIONS: PLEASE TYPE OR PRINT (IN INK) ALL REQUESTED DATA –  
 (Note: An incomplete application may delay the approval process.)

PROPERTY ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANTS ADDRESS: \_\_\_\_\_

TAX MAP: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ FLOOD ZONE: \_\_\_\_\_

NATURE OF REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THE APPLICANT MUST SUBMIT THE APPLICATION FEE (\$10.00, PLUS \$1.00 PER LOT) ALONG WITH THIS REQUEST, A COPY OF THE PROPERTY DEED, A STATEMENT SHOWING PROPERTY TAXES ARE PAID, AND A COPY OF THE PLAT OF SAID PROPERTY STAMPED BY A GEORGIA REGISTERED SURVEYOR.

THIS REQUEST FOR SUBDIVISION OF PROPERTY WILL BE FORWARDED TO THE WAYCROSS-WARE COUNTY PLANNING COMMISSION. THE WAYCROSS-WARE COUNTY PLANNING DIRECTOR WILL SEND YOU NOTIFICATION OF THE DATE, TIME AND LOCATION OF THE MEETING, WHICH YOU SHOULD ATTEND. THE PLANNING COMMISSION SHALL MAKE A RECOMMENDATION TO THE WAYCROSS CITY COMMISSION. A PUBLIC NOTICE WILL BE POSTED ON THE PROPERTY AND ADVERTISED IN THE LEGAL SECTION OF THE LOCAL NEWSPAPER GIVING THE DATE AND TIME OF THE PUBLIC HEARING TO BE HELD BY THE WAYCROSS CITY COMMISSION. NO OTHER NOTICE WILL BE SENT TO YOU REGARDING THE PUBLIC HEARING. FOR MORE INFORMATION, YOU MAY CONTACT THE CITY CLERK'S OFFICE AT (912) 287-2964.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Cash Receipt: \_\_\_\_\_

AFTER COMPLETION, MAKE ONE COPY FOR THE APPLICANT AND ONE COPY FOR WAYCROSS-WARE COUNTY PLANNING COMMISSION. ORIGINAL STAYS IN FILE.