



Lot Subdivision Permit Application

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Updated **FEB 2026**

NOTICE TO APPLICANT

The following documents must be attached to this application, if applicable:

- ☐ Brief description of the subdivision request
- ☐ Plat of lot showing the footprint of the residence, accessory structures, all setbacks, and lot coverage %
- ☐ Plat or tree/topo depicting canopy trees
- ☐ Comments from adjacent landowners (required for any changes to a pre-existing, non-conforming property)
- ☐ Application fee: \$ _____

All applications should be submitted to vernonburgintendant@outlook.com.

OFFICE USE ONLY

Received by: _____	Date: _____
Action by Zoning Committee: _____	Date: _____
Action by Town Council: _____	Date: _____

Applicant Information

Property Owner Name	Property Owner Email
Property Address	Property Owner Phone
Property Owner Mailing Address (if different)	

Affidavit

I, the undersigned, agree to construct or complete the work as described in this application and in compliance with all applicable state and local laws, ordinances, and regulations. I further acknowledge that I have reviewed and understand the Vernonburg Code of Ordinances and Unified Development Ordinance and agree to comply with all provisions set forth in these documents.

Property Owner Signature	Date
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the location of the property, the present zoning classification, and the proposed zoning classification.

- F. After conducting a public hearing and considering recommendations from the Zoning Committee, the Intendant and Town Council will then make an official decision on the proposed amendment. The decision may or may not concur with the recommendations of the Zoning Committee or be consistent with the Comprehensive Land Use Plan.

8.4 Subdivisions.

All subdivisions shall be approved by the Intendant and Town Council.

- 8.4.1 An application shall be submitted to the Intendant which includes detailed plans in such form as will permit a determination that subdivision will in every respect conform to the requirements and standards set forth in this ordinance.
- 8.4.2 The Intendant shall forward the application to the Zoning Committee of the Town of Vernonburg, Georgia, who shall take action within thirty (30) days. Upon receipt of a recommendation of the Zoning Committee, the Intendant and Town Council shall review the application and take action within thirty (30) days. Thereafter with the approval and consent of a majority vote of the Intendant and Council of the Town of Vernonburg, a permit shall be issued.

9. PENALTIES

Anyone who violates any of the provisions of this ordinance, upon conviction, will be fined no more than \$1,000.00 for each offense unless state law expressly provides otherwise in addition to all costs and expenses involved in the case. Each day such a violation continues constitutes a separate offense subject to a separate fine. The owner or tenant of any building, structure, premises, or part thereof, and any architect, builder, contractor, agent, or other person who commits, participates in, assists in, or maintains such a violation, may each be found guilty of a separate offense and suffer the penalties provided here.

10. VARIANCES

10.1A variance is an approved deviation from the development standards of this ordinance which permits construction or development in a manner otherwise prohibited. A variance may be granted only in an individual case where an extreme hardship would result if all of the requirements of this ordinance were applied stringently to a particular piece of property. The hardship must be proven by showing that reasonable use of the land is not possible if all of the requirements of this ordinance are to be met. The hardship cannot be self-created, such as: