

PRELIMINARY PLAT APPLICATION

General Information

Subdivision:	Date Submitted:
Engineer/Surveyor:	Developer:

Preliminary Plat Checklist

Complete

Applicant County

1. Tax map and parcel number.		
2. Base flood elevation provided on each lot in the 100-year floodplain.		
3. Scale – not less than one hundred feet to one inch.		
4. Full name of subdivision.		
5. Name, address, and telephone number of petitioner and architect, surveyor, engineer or designer.		
6. Names and addresses of all property owners of the site.		
7. Names and addresses of all deed record owners of the land adjacent to the site.		
8. Graphic scale, north point and date. The north point shall be identified as magnetic, true or grid north.		
9. Vicinity map scale showing the relationship of the subdivision to the surrounding area.		
10. Acreage to be subdivided.		
11. Proper identification of the boundaries of the tract to be subdivided with all bearings and distances indicated. The boundary survey shall be to a degree of accuracy that the error of closure is 1:7,500 or greater.		
12. Topography by contours at vertical in intervals of not more than two feet.		
13. Certificate from an authorized engineer or surveyor stating that the drainage from the property is adequate and will not adversely affect adjacent property owners.		
14. Zoning district classification (if applicable) of land to be subdivided and adjoining land.		
15. Resubdivisions: a copy of the existing plat with proposed resubdivision super-imposed thereon.		
16. Location of natural features such as streams, lakes, swamps, and land subject to flood based on a one-hundred year flood frequency on the property to be subdivided.		
17. Location of existing adjoining property lines and existing buildings on the property to be subdivided.		
18. Location of city limit lines and county lines (if applicable).		
19. Location of any wetlands situated on the property to be subdivided.		
20. Detailed layout of all lots, including building setback lines; scaled dimensions on lots; lot numbers, utility easements with widths and use.		
21. Construction drawings, prepared and approved by an engineer licensed in the State of Georgia, of water supply system with pipe size and location of hydrants and valves.		
22. Designation of all land (if any) to be reserved or dedicated for public use.		
23. Designation of proposed use of all lots to be used for other than single-family residential (if any).		
24. A timing schedule indicating the anticipated starting and completion dates of the development sequence and the time of exposure of each area prior to the completion of effective erosion and sediment control measures.		
25. Total number of lots, total acreage, total length and width of new streets.		
26. A written legal description (metes and bounds with all bearing and distances) of the acreage to be subdivided.		

Preliminary Plat Checklist (cont.)	Complete	
	Applicant	County
27. Location and right-of-way of streets, roads, railroads, and utility lines on the property to be subdivided. Specify whether utility lines are in easements or right-of-way and show location of poles or towers.		
28. Size and location of existing sewers, water mains, drains, culverts or other underground facilities within the street or within the right-of-way of streets or roads adjoining the tract. Grades and invert elevations of sewers shall be shown.		
29. The acreage of each drainage area affecting the proposed subdivision. The drainage area may extend beyond the area to be subdivided.		
30. All elevations shall refer to mean sea level datum where public water and/or public sewers are to be installed.		
31. Layout of streets, roads, alleys, public crosswalks, with widths, road names, or designations, grades, and cross sections.		
32. Profile of proposed streets showing natural and finished grades with percent of grade slope.		
33. Construction drawings of sanitary sewers (if applicable) with grade, pipe size, location of manholes, and point of discharge and percolation tests, soil borings and wells as specified by the Health Department.		
34. Construction drawings of storm sewer system with grade, pipe size, and location of outlet. Storm sewers shall be sized to accommodate runoff from a ten year frequency rainfall.		
35. Plans of all drainage provisions, retaining walls, curbing, planting, anti-erosion devices, or other protective devices to be constructed in connection with, or as a part of the proposed work together with a map showing the drainage area of land tributary to the site and estimated runoff of the area served by any drains.		
36. Proposed major contour changes to areas where substantial cut and/or fill is to be done.		
37. Existing and proposed streets conforming to County adopted design standards.		

General Requirements	Complete	
	Applicant	County
1. Four copies of Preliminary Plat.		
2. Preliminary Plat fee paid (\$150 plus \$10 per acre).		
3. Letter of approval from Health Department concerning the sewage disposal facilities.		
4. Land Disturbing Permit.		
5. Written approval from 911 on proposed street name(s) and subdivision name.		
6. Copy of paid tax receipt.		
7. Water plans by a licensed engineer (licensed in Georgia).		

Source: See Subdivision Regulation – Section 5.2 Preliminary Plat.

Reminder

- Laboratory verification of roadway materials, compaction test, etc. are to be submitted with the final plan.
- A certification letter from a Georgia Licensed Engineer stating the water system has been installed according to the plans is required for the final plan.



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