

Chattooga County

Preliminary Plat Application

Owner Name: _____ Parcel Number: _____

Owner Address: _____ State: _____ Zip: _____ Apt Number: _____

Owner Work Phone #: _____ EXT. _____ Cell Phone #: _____

What are you trying to do? (Circle Below)

- Subdivide a Piece of property into no more than 3 parcels {Including the Original Parcel **(A)**
- Residential Land Development **(B)** Commercial Land Development **(B)** Environmental Land Development **(B)**

A. _____ **Simple Subdivision of Parcels** _____

This section concerns those who wish to subdivide a piece of property into (No more than 3) smaller plats for sale. This will fall under Section 60 of the Land Development Ordinance titled "Class I Subdivision".

Once you have read Section 60, 69 of the Land Development Ordinance please write a brief description of intent below

Intent: _____

Please refer to "Addendum A" for required information` needed along with this completed and signed document.

B. _____ **Land Development Projects** _____

This section concerns those who wish to subdivide a piece of property for the development of either residential or commercial properties, or will require the subdivision of no more than 9 parcels. These will fall under Section's 61 – 67 of the Land Development Ordinance.

Once you have read Sections 61 – 67 of the Land Development Ordinance please list your Subdivision Type and write a brief description of the intent for the property below:

Subdivision Class Applied for: _____

Intent: _____

Please refer to "Addendum B1 & B2" for required information needed along with this completed and signed document.

Land Development Meetings are held the 2nd Thursday of the following months: January, April, July, October. They will be held at the Chattooga County Chamber of Commerce (44 Hwy 48 Summerville, GA) at 6PM EST.

~~**Preliminary Plat Filing Fee (Section 573):** Provided at the time the Application is submitted to the planning commission via the director to the to the office of the sole commissioner.~~

~~\$50 per acre + \$25 per multifacility building (Minimum Fee is \$250)~~

****Planning Director Only****

Have Fees Been Paid?

Yes, in Cash

Yes, with Check

All required Documents submitted?

Yes, and given Project Number _____ - _____

Required Signatures

Owner: _____

Date: _____

Planning Director: _____

Date: _____

Your project will be reviewed and added to the agenda for the date of ____ \ ____ \ ____ unless a public meeting is held before that date. If so, you will be contacted the moment it is decided and the public advertisements have been posted.

Addendum A

Section 136. Application approval.

The subdivider shall submit to the planning department, according to a calendar provided by the department, for planning commission review, the following:

- (1) A completed preliminary plat application form (form provided by the planning department).
- (2) Five copies of the preliminary plat and any other documents as may be specified by the planning department (also two overall lot layouts reduced to no larger than 11 inches by 17 inches).
- (3) A preliminary plat filing fee as scheduled by the planning commission.
- (4) The preliminary review will follow the procedures established by the planning commission, including the materials to be included with the preliminary plat application, the review and approval of the planning department, and requirements to be placed on the planning commission agenda.

Section 139. Specifications.

- (a) **Conformity.** The preliminary plat shall conform to the following specifications and contain the required information:
 - (1) Scale. The preliminary plat shall be clearly and legibly drawn at a scale not smaller than 100 feet to one
 - (2) If the complete plat cannot be shown on a single sheet at the required scale, it may be shown on multiple sheets with an index map at a different scale on a separate sheet of the same size. Drawings must be bound into sets. This index map shall be the first page.
- (b) **Ground elevation.** The preliminary plat shall show ground elevations, based on the datum plane of the U.S. Coast (mean sea level) and geodetic survey. The data shall be in state plane coordinate system, west zone, NAD 83/94 and NAVD 88. The unit of measurement will be the US Survey Foot, All data must meet NSPS topographic standards and the national mapping standards and no downward interpolation is allowed.
- (c) **Information.** The preliminary plat shall contain the following information:
 - (1) Name, address and telephone number of owner of record and of the subdivider.
 - (2) Proposed name of subdivision and class designation. (If applicable)
 - (3) North point, graphic scale and date of plat drawing.
 - (4) Acreage of the subdivision, land lot and district information, municipal or county lines.
 - (5) The county tax map and parcel numbers for all parcels involved.
 - (6) Exact boundary lines of the tract by bearing and distance.
 - (7) Names of owners of record of adjoining land.

A full copy of the LDO can be downloaded at www.chattoogacounty.org – it is highly recommended that you review it and provide any additional information required that may be applicable to your project.

Addendum B (1)

Section 136. Application approval.

The subdivider shall submit to the planning department, according to a calendar provided by the department, for planning commission review, the following:

- (5) A completed preliminary plat application form (form provided by the planning department).
- (6) Five copies of the preliminary plat and any other documents as may be specified by the planning department (also two overall lot layouts reduced to no larger than 11 inches by 17 inches).
- (7) A preliminary plat filing fee as scheduled by the planning commission.
- (8) The preliminary review will follow the procedures established by the planning commission, including the materials to be included with the preliminary plat application, the review and approval of the planning department, and requirements to be placed on the planning commission agenda.

Section 139. Specifications.

(d) **Conformity.** The preliminary plat shall conform to the following specifications and contain the required information:

- (1) Scale. The preliminary plat shall be clearly and legibly drawn at a scale not smaller than 100 feet to one
- (2) If the complete plat cannot be shown on a single sheet at the required scale, it may be shown on multiple sheets with an index map at a different scale on a separate sheet of the same size. Drawings must be bound into sets. This index map shall be the first page.

(e) **Ground elevation.** The preliminary plat shall show ground elevations, based on the datum plane of the U.S. Coast (mean sea level) and geodetic survey. The data shall be in state plane coordinate system, west zone, NAD 83/94 and NAVD 88. The unit of measurement will be the US Survey Foot, All data must meet NSPS topographic standards and the national mapping standards and no downward interpolation is allowed.

(f) **Information.** The preliminary plat shall contain the following information:

- (1) Name, address and telephone number of owner of record and of the subdivider.
- (2) Proposed name of subdivision and class designation.
- (3) North point, graphic scale and date of plat drawing.
- (4) Acreage of the subdivision, land lot and district information, municipal or county lines.
- (5) The county tax map and parcel numbers for all parcels involved.
- (6) Exact boundary lines of the tract by bearing and distance.
- (7) Names of owners of record of adjoining land.
- (8) Existing streets, utilities, easements on and adjacent to the tract.
- (9) Proposed general layout including streets and alleys, lot lines, dimensions, easements, land to be reserved or dedicated for public uses, and any land to be used for purposes other than dwellings.
- (10) Natural features including drainage channels, bodies of water, streams and other significant features.
- (11) Name, right-of-way width and type surface of adjoining streets.
- (12) Existing and planned contours, with contour lines drawn with a two-foot interval or better.
- (13) Contour lines shall be based on field surveys, photogrammetric methods for aerial photographs or LiDAR. The basis and accuracy for the topographic contour shown shall be specified and no downward interpolation will be acceptable. Contour data available from the county's GIS department is acceptable and is derived from 2006 LiDAR data with a two-foot accuracy.

Addendum B (2)

- (14) Lines and descriptions showing tract boundary lines, right-of-way lines of streets, easements, water wells or well parcels and other right-of-way and property lines of all lots with accurate dimensions; bearings or deflection angles, radii areas, and central angles of all curves.
- (15) When the tract of land to be subdivided abuts on U.S. government property, then the plat of the subdivided land shall show a tie or ties of land lot lines conforming to U.S. government take line descriptions.
- (16) A tie to two or more benchmarks shall be shown on all preliminary plats.
- (17) Preliminary plan of any existing and proposed water line, sanitary and storm sewers.
- (18) The location and specification of proposed streets, including right-of-way lines, proposed roadbed type, width of paving, horizontal and vertical geometry and proposed grades. This information must be on a standard plan and profile sheet drawn at a scale of no less than one inch to 100-foot horizontal and one inch to ten-foot vertical with road stationing. Show stopping sight distances and design speed.
- (19) Location or statement of flood hazard areas, plans must clearly show the elevation and contour of the 100-year flood plane on the site.
- (20) An erosion and sedimentation control plan.
- (21) Source of water and type of sewage disposal.
- (22) Location and size of all drainage structures, drainage areas, and location of flood prone areas. Profiles at all drainage structures showing the drainage area, 25-year flow, 25-year velocity, type of materials, slope, length and width of apron, and size of stone. The profile shall extend a minimum of 25 feet beyond ends of the pipe.
- (23) Lot lines must be described by bearing and distance, show lot area, be numbered consecutively, and indicate minimum setbacks per resolution.
- (24) Certification by the surveyor as to the accuracy of the survey and type of equipment used.
- (25) Show typical roadway, decel lane, and utility section.
- (26) Level I soil analysis.
- (27) Intersection plan for all road intersections showing angle of intersection and intersection sight distance.
- (28) Acreage of any area to be dedicated to the county.
- (29) Landscaping plan as required in the landscape section (section 332) of this document.

A full copy of the LDO can be downloaded at www.chattoogacounty.org – it is highly recommended that you review it and provide any additional information required that may be applicable to your project.