FAYETTE COUNTY, GA
FINAL/MINOR SUBDIVISION PLAT APPLICATION

FAYETTE COUNTY PLANNING & ZONING DEPARTMENT
140 STONEWALL AVENUE WEST
SUITE 202
FAYETTEVILLE, GEORGIA 30214
770-305-5421

The Planning & Zoning Department is located at 140 Stonewall Avenue West, Suite 202, Fayetteville, Georgia 30214. The office is open from 8:00 A. M. until 5:00 P. M Monday through Friday.

FINAL/MINOR SUBDIVISION PLAT APPLICATION

Owner of Property:_____

Address:_____

Phone:_____E-Mail_____

Agent for Owner:_____

Address:_____

Phone:_____E-Mail_____

Location: Land Lot(s) _____ District: _____

Road:_____

Present Zoning:_____

Total Number of Acres:_____Total Number of Lots:_____

Street Access Name:_____

Surface Type:_____

Subdivision Name:_____

Interior Street Names:_____

_____

_____

Location of Nearest Water Line:_____
(If Applicable)

I respectfully submit this application and certify that the above information is correct and true to the best of my knowledge.

_____, 20____ _____

Date Applicant Signature

FINAL/MINOR SUBDIVISION PLAT APPLICATION

Deadline for application for the Technical Review Committee is the 3rd of the month by noon. If the 3rd of the month falls on the weekend or a holiday, the deadline is extended to the next business day. The Technical Review Committee (TRC) will meet as needed on the second (2nd) Tuesday of each month at 10:30 a.m. in Suite 202 of the Fayette County Administrative Complex, 140 Stonewall Avenue West, Fayetteville, Georgia.

The Final/Minor Subdivision Plat must be approved by all required departments no later than the week prior to the Planning Commission Public meeting. Once the Final/Minor Subdivision Plat has been approved by all required departments, the Final/Minor Subdivision Plat will be placed on the first available Planning Commission Agenda. The Planning Commission regularly meets on the first and third Thursday of each month at 7:00 P.M. in the Fayette County Administrative Complex.

PROPOSED SCHEDULE FOR 2017
FINAL/MINOR SUBDIVISION PLAT APPLICATIONS

Application Deadline:	TRC Meeting Date:
January 3	January 10
February 3	February 14
March 3	March 14
April 3	April 11
May 3	May 9
June 3	June 13
July 3	July 11
August 3	August 8
September 3	September 12
October 3	October 10
November 3	November 14
December 3	December 12

TRC DATES ARE TENTATIVE AND SUBJECT TO CHANGE

Number of Final/Minor Subdivision Plats to submit/resubmit: 10 hard copies
1 digital PDF copy (via e-mail or CD)

FINAL/MINOR SUBDIVISION PLAT CHECKLIST
PLANNING AND ZONING DEPARTMENT

Project: _____

Applicant: _____

Plan Page#	Included Y/N/NA	(Items marked with * are missing or deficient)
_____	_____	1. Provide County, land district, land lot and subdivision name (Georgia Plat Act).
_____	_____	2. Indicate date of plat preparation; provide scale of drawing, stated and shown graphically (Georgia Plat Act).
_____	_____	3. Provide north arrow and vicinity map.
_____	_____	4. Name, address, and telephone number of owner and/or developer.
_____	_____	5. Name, address, and telephone number, registration number, seal and signature the project's engineer, surveyor, or architect. The design profession must be licensed in the State of Georgia.
_____	_____	6. Provide signature blocks for County approval: Environmental Health, Environmental Management, County Engineer, Planning Commission Secretary, Zoning Administrator, and Fire Marshal (§ 5-2.3 of Subdivision Regulations).
_____	_____	7. Provide a legend for all abbreviations.
_____	_____	8. Provide an index of sheets if more than one sheet is provided.
_____	_____	9. Show property lines with bearings and distances of subject property. Provide a matching recorded Deed and legal description of property (if applicable).
_____	_____	10. Within the general notes, indicate the zoning district; minimum lot sizes; front, side and rear setbacks; and minimum house size.
_____	_____	11. Show all land lot lines; land district lines; land section lines; and city and county boundaries intersecting or adjacent to the property.
_____	_____	12. Provide total acreage of tract, total number of lots, acreage in lots, acreage in right-of-way (R/W) and acreage used for stormwater management.
_____	_____	13. Provide rezoning information, including petition number, date of approval and exact wording of any rezoning conditions (if applicable); and any approved variances including petition number and date of approval (if applicable).
_____	_____	14. Provide Information regarding the preliminary plat, including date of approval by the Planning Commission and exact wording of any related conditions of approval.

FINAL/MINOR SUBDIVISION PLAT CHECKLIST
PLANNING AND ZONING DEPARTMENT

Plan Page#	Included Y/N/NA	(Items marked with * are missing or deficient)
_____	_____	15. Show front, side, and rear setback lines as dashed lines. Indicate minimum lot width at the front building line, as required by the Planning & Zoning Department.
_____	_____	16. Provide the area of each lot/parcel to the 1/100th acre; label the lot numbers; show the bearings & distances of all lots; and identify the parent tract, if applicable.
_____	_____	17. Provide zoning and property owner name and/or subdivision name of all adjacent properties.
_____	_____	18. Indicate how lots will be served by water and sewage disposal.
_____	_____	19. Identify all existing structures and features and label as “to remain” or “to be removed”. Structures to remain must be shown on individual lots and meet all applicable zoning requirements. “Features” include railroads, sewers, bridges, culverts, drain pipes, water mains, cemeteries, etc. Provide a note if there are no existing structures or features on the property.
_____	_____	20. Show all existing and proposed streets on and adjacent to property. Label R/W widths; provide R/W dedication, as needed. Label proposed street names; include house numbers.
_____	_____	21. Show location, purpose, and width of any easements of record. Provide a note if there are no existing easements associated with the property.
_____	_____	22. Indicate the boundaries, area, and proposed site improvements for any recreation areas. Label recreation areas “Not a Residential Building Lot, For Recreational Purposes Only.”
_____	_____	23. The title block shall state: “Final Plat or Minor Subdivision Plat of . . .” A revision to a final plat or minor subdivision plat must state “Revised Final Plat or Minor Subdivision Plat of . . .” and also purpose of revision and date of revision.
_____	_____	24. Contiguous Areas – Provide the following statement: *Each buildable lot has a minimum contiguous area of ____ acres that is free and clear of zoning buffers and setbacks, watershed protection buffers and setbacks, jurisdictional wetlands, and easements of any kind.* Section 6-3.3 of the Subdivision Regulations lists the minimum area requirements per zoning district.

Zoning	Minimum Contiguous Area District Free & Clear (ac)	
A-R	2.0	
EST	1.3	
R-85, R-80	1.5	
R-78, R-75, R-72, R-70	0.9	
R-55, R-50, R-45, R-40, R-20, DR-15, C-S	0.6[1]	1- Where public water is not available – lots have individual wells
R-55, R-50, R-45, R-40, R-20, DR-15, C-S	0.3[2]	2 -Where public water is available

Plan Page# Included Y/N/NA Items marked with * are missing or deficient)

_____ _____ 25. Application for motorized cart use.

_____ _____ 26. Provide the following statements on the face of the plat:

OWNER'S CERTIFCATE
We, the undersigned owner(s) and/or mortgagee(s) of the _____ Subdivision, hereby offer to dedicate and/or reserve for public use the rights-of-way, easements and other ground shown on this plat.

Owner Date Mortgagee Date
_____ _____ _____ _____
_____ _____ _____ _____

All property contained within the right-of-way of _(*insert street name(s)*)_ said roads having at least a minimum of _____ foot right-of-way as indicated hereon, are hereby deeded to Fayette County, a political subdivision of the State of Georgia, at no costs to Fayette County upon recordation of said Final Plat or Minor Subdivision Plat with the Fayette County Clerk of Superior Court.

WETLAND DELINEATION (Note: For Final Plats only)
I, __(name)__ of __(organization)__ do hereby certify that I have field inspected the property known as __(subdivision name)__ on __(date)__ and determined that the property □ contains □ does not contain jurisdictional wetlands as defined by the U.S. Army Corps of Engineers.

Signature of Wetland Delineator_____
Company Address & Telephone_____

LEVEL III SOIL SURVEY

I, __(name)__ do hereby certify that the Level III Soil Survey information provided on the Soil Map was performed by __(company name)__ in accordance with the procedures specified in the Georgia Department of Human Resources' current *Manual for On-Site Sewage Management Systems.*

Signature of Soil Classifier_____
Company Address & Telephone_____

Georgia DHR Soil Classifier, Professional Geologist, or Professional Engineer
Registration No.
Registration Numbers/License Numbers
_____

Comments:

_____

_____

_____

_____

Approval/Date

_____

_____

Resubmit/Date

_____

_____

Planning & Zoning Department
Administrative Complex - Suite 202
140 Stonewall Avenue, West
Fayetteville, Georgia 30214
(T) 770-305-5421
(F) 770-305-5305 or 770-305-5258
E-mail: dsdutton@fayettecountyga.gov

FINAL/MINOR SUBDIVISION PLAT CHECKLIST
ENGINEERING DEPARTMENT

Project: _____

Applicant: _____

Plan Page#	Included Y/N	Items marked with * are missing or deficient
_____	_____	27. Georgia Plat Act – accuracy statement and note of equipment used.
_____	_____	28. Georgia Plat Act – Show the direction and distance from a point of reference to a point on the boundary of the survey. The point of reference shall be an established, monumented position which can be identified or relocated from maps, plats, or other documents on public record.
_____	_____	29. Georgia Plat Act – Show the closure precision of the field survey. This may be stated as follows: "*The field data upon which this map or plat is based has a closure precision of one foot in _____ feet, and an angular error of _____ per angle point, and was adjusted using _____ rule*."
_____	_____	30. Georgia Plat Act – Show the closure precision of the data shown on the plat. The closure may be stated as follows: "*This map or plat has been calculated for closure and is found to be accurate within one foot in _____ feet.*"
_____	_____	31. Georgia Plat Act – State the type of equipment used to obtain the linear and angular measurements used in preparation of the plat.
_____	_____	32. Surveying – Provide line and curve data for all right-of-way, parcel/lot boundaries, and easements. Line data shall include bearing and length. Curve data shall include the arc length, radius, chord length and chord bearing.
_____	_____	33. Surveying – Street centerline curve data shall include the deflection angle (delta), radius, length and tangent.
_____	_____	34. Surveying – Lengths shall be expressed to the nearest one-hundredth ($1/100^{th}$) of a foot. Angles shall be shown to the nearest minute. The error of closure shall not exceed third order accuracy (one in five thousand).
_____	_____	35. Corner Lots – Fillet (20-ft radius) or chamfer corner property lines at street intersections.
_____	_____	36. Street Length – Indicate the length of each street in the Subdivision.

FINAL/MINOR SUBDIVISION PLAT CHECKLIST
ENGINEERING DEPARTMENT

Plan Page#	Included Y/N	Items marked with * are missing or deficient
_____	_____	37. Provide the following statements on the face of the plat:

SURVEYOR'S CERTIFICATE
I hereby certify that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision; that all monuments and infrastructure shown hereon actually exist or are marked as "future"; and their location, size, type and material are correctly shown.

By: _____
GA Registered Land Surveyor – Signature and License Number Date

ENGINEER'S CERTIFICATE
I hereby certify that accepted engineering practices and design methods were used to establish the layout of this development; that the streets, drainage structures and other design features have been constructed according to the development's approved Construction Drawings; and that all applicable requirements of Fayette County's Development Regulations and Subdivision Regulations have been fully complied with.

By: _____
GA Professional Engineer – Signature and License Number Date

Submittals – The following submittals and checks shall be satisfied prior to final plat or minor subdivision plat approval. Items marked with * have not been received

Start Date	Finish Date	
_____	_____	38. Core Sample Report (§8-49.2)
_____	_____	39. Soil Density Tests (§8-49.2)
_____	_____	40. Utilities – power, gas and water installed (§7-10.2 of S/D regulations)
_____	_____	41. Performance Bond (§8-1 and 8-2 of S/D regulations)
_____	_____	42. Maintenance Bond (§9-1 of S/D regulations) **Amount $**_____
_____	_____	43. Engineering Department final inspection. (Call Department to schedule.)

FINAL/MINOR SUBDIVISION PLAT CHECKLIST
ENGINEERING DEPARTMENT

Comments:

_____

_____

_____

_____

_____

_____

_____

Engineering Department
115 McDonough Rd.
Fayetteville, Georgia 30215
(T) 770-461-3142
(F) 770-719-0871
E-mail: engineering@fayettecountyga.gov

Engineering Department Resubmit/Date

_____

_____

_____

Engineering Department Approval/Date

_____

FINAL/MINOR SUBDIVISION PLAT CHECKLIST
ENVIRONMENTAL MANAGEMENT DEPARTMENT

Project: _____

Applicant: _____

Plan Page#	Included Y/N	Items marked with * are missing or deficient
_____	_____	44. Monuments – Show the location, material and description of all monuments.
_____	_____	45. Monuments – Provide a permanent benchmark on site, per §5-2.5 of the Subdivision Regulations.
_____	_____	46. Easements – Delineate and label all easements.
_____	_____	47. State Waters – Show all state waters within the subdivision and all state waters around the property that have floodplain, wetlands, or watershed protection buffers and setbacks that extend into the subdivision property. Provide a note if there are no state waters.
_____	_____	48. Watershed Protection – Delineate watershed protection buffers and setbacks per Article VII of the Development Regulations. Label as "Watershed Protection Buffer" and "Watershed Protection Setback". Show the 1,000-ft watershed protection impact boundary, if applicable.
_____	_____	49. Floodplain – Provide a flood hazard certification statement. Reference the FIRM panel number and date.
_____	_____	50. Floodplain – Delineate and label all flood hazard areas (natural and man-made). Provide 100-year flood elevations for each hazard area. Reference the source(s) of any flood hazard data shown on the final/minor subdivision plat.
_____	_____	51. Floodplain – Indicate the contiguous area outside floodplain for each lot containing a flood hazard area. Buildable lots shall have fifty percent of the minimum lot size or one acre, whichever is greater, outside any flood hazard areas.
_____	_____	52. Floodplain – Establish a minimum finish floor elevation (MFFE) at least 3 ft above the 100-year flood elevation for each lot containing a flood hazard area.
_____	_____	53. Wetlands – Delineate all jurisdictional wetlands. Identify the source of the wetland delineation. Include the following statement, if applicable, or provide a note if there are no wetlands on the property. "*Wetlands shown on this plat are under the jurisdiction of the U.S. Army Corps of Engineers. Property owners may be subject to penalty by law for disturbance to these wetland areas without proper authorization.*"
_____	_____	54. Soils – Show and label the limit of hydric soils. Reference the source of the soil data/delineation.

FINAL/MINOR SUBDIVISION PLAT CHECKLIST
ENVIRONMENTAL MANAGEMENT DEPARTMENT

Plan Page#	Included Y/N	Items marked with * are missing or deficient
_____	_____	55. Stormwater – Identify and label all stormwater management control structures (inlets, pipes, headwalls, BMPs, etc.) within the project. The nomenclature should match that used for the project's *Inspection and Maintenance Agreement for Stormwater Management Controls*. Stormwater controls shall be on common property.
_____	_____	56. Include the following statement: "Fayette County does not accept the ownership, maintenance or responsibility for any drainage easement or overall drainage plan, or the lack of one, indicated by this plat. "
_____	_____	57. Include the following statement:

STORMWATER MANAGEMENT INSPECTION & MAINTENANCE
The property conveyed herein is subject to the restrictive covenants of the _____ Homeowners Association and an *Inspection and Maintenance Agreement for Stormwater Management Controls* recorded in Deed Book ___, page ___. Failure to satisfy the inspection and maintenance requirements of the above-referenced agreement may result in enforcement action by the County, including but not limited to, judgment liens against the property owners and/or Homeowners Association. The inspection and maintenance agreement is recorded with the Clerk of Courts. A copy of the agreement is available at the Fayette County Engineering Department.

Submittals – The following submittals and checks shall be satisfied prior to final/minor subdivision plat approval.

Start Date	Finish Date	
_____	_____	58. Soil Density Tests (§8-49.2)
_____	_____	59. Storm Sewer Installation Report (§8-454(F))
_____	_____	60. PE Construction Inspection Reports of Stormwater Controls (§8-455(A))
_____	_____	61. PE Stormwater System Final Inspection and As-Built Plans (§8-455(B))
_____	_____	62. Stormwater Management Operations & Maintenance Plan (§8-453(B)(10))
_____	_____	63. Inspection and Maintenance Agreement for Stormwater Controls (§8-453(C))
_____	_____	64. Master Erosion and Sedimentation Control Plan for House Construction
_____	_____	65. Installation of Improvements (§7-8 of S/D regulations)

FINAL/MINOR SUBDIVISION PLAT CHECKLIST
ENVIRONMENTAL MANAGEMENT DEPARTMENT

Start Date	Finish Date	
_____	_____	66. Grassing and Erosion Control (§7-9 of S/D regulations)
_____	_____	67. Performance Bond (§8-1 and 8-2 of S/D regulations)
_____	_____	68. Maintenance Bond (§9-1 of S/D regulations) **Amount $**_____
_____	_____	69. Street Light Petition (§4-2.5 of S/D regulations)
_____	_____	70. Electronic copy of plat in state plane coordinates (§4-2.5 of S/D regulations)(NAD-83, Georgia West Zone 1002).
_____	_____	71. Environmental Management Department final inspection. (Call Department to schedule.)

Comments:

_____

_____

_____

_____

_____

_____

_____

Environmental Management Department
140 Stonewall Avenue West, Suite 203
Fayetteville, Georgia 30214
(T) 770-305-5410
(F) 770-305-5256
E-mail: emd@fayettecountyga.gov

Environmental Management Department
Resubmit/Date

_____

_____

Environmental Management Department
Approval/Date

_____

_____