

*Official Use Only:*

Application #: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

**TOWN OF GEORGIA  
PLANNING COMMISSION**

**PRELIMINARY PLAT APPLICATION**

**Submission of Application:** Within six months of classification by the Planning Commission of the sketch plan as a major subdivision, the subdivider shall submit an application for approval of a preliminary plat. An application for Preliminary Plat Approval will consist of eight sets of site plan maps (one full-size and 7 - 11"x17") and shall contain those items set forth on the attached sheet and shall conform to the layout shown on the sketch plan plus any recommendations made by the Planning Commission. Applicant must also submit stamped, addressed envelopes for all abutters, including those across a public or private right of way.

**Applicant(s):** Name & Address

**Property Owner(s):** Name & Address  
(If different from Applicant)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Property Owner's Authorization** (fill out only if applicant other than owner). The undersigned property owner hereby certifies that the information submitted in this application regarding the property is true, accurate, and complete and that the Applicant has full authority to request approval for this proposal.

\_\_\_\_\_

**Property Owner(s) Signature**

**Location of Proposed Subdivision:** \_\_\_\_\_

**Total acreage of parcel to be subdivided:** \_\_\_\_\_

**Tax Parcel ID #:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Deed Reference: Volume** \_\_\_\_\_

**Page** \_\_\_\_\_

**Previous subdivision of parcel (if applicable):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Map #** \_\_\_\_\_

**Previous Site Plan Approval (if applicable):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Map #** \_\_\_\_\_

## **Application Submittal Check List Preliminary Plat for Major Subdivisions**

Pursuant to Section 510 of Subdivision Regulations, the following criteria must be submitted or addressed before an application will be scheduled for a public hearing with the Planning Commission.

1. \_\_\_ Completed application form signed by landowner(s) and applicant (if different from owner).
2. \_\_\_ Appropriate fee made payable to the *Town of Georgia*.
3. \_\_\_ Letter of review from the Fire Department.
4. \_\_\_ List of waivers being requested pursuant to the PRD regulations.
5. \_\_\_ Complete survey of subdivision tract by a licensed land surveyor.
6. \_\_\_ Preliminary plans shall consist of one or more maps which may be printed or reproduced on paper with all dimensions shown in feet or decimals of a foot, drawn to a scale of not more than one hundred (100) feet per inch, showing or accompanied by the following information:
  - a) Proposed subdivision name, or identifying title, the name of the Town, and the designer of the plat(s).
  - b) Number of acres within the proposed subdivision, location of proposed lot lines, existing easements, and existing structures.
  - c) The names of all subdivision immediately adjacent and the names of owners of record and deed reference of adjacent acreage.
  - d) Deed reference for the subject parcel.
  - e) The zoning district designation of the area to be subdivided and any zoning district boundaries affecting the parcel.
  - f) The location and size of any existing water mains, culverts and drains on the subject property.
  - g) Location, names and present widths of existing and proposed streets, highways, easements, building lines, alleys, parks, and other public open spaces as well as similar facts regarding adjacent property two hundred (200) feet from property lines. Street names are to be submitted to the Georgia Board of Selectmen. The approval is to be documented by means of a letter.
  - h) Contour lines at 5' intervals.
  - i) Drainage plan showing provisions for managing stormwater (please identify any Low Impact Development techniques being employed).
  - j) Landscaping details.
  - k) Existing and proposed utilities, structures and driveways.
  - l) Building envelopes meeting PRD setback and showing proposed interior setbacks.
  - m) Wastewater and water supply details.
  - n) Typical cross sections of the proposed grading of roadways and sidewalks.
  - o) Preliminary designs of any bridge or culverts which may be required.
  - p) Natural features of the proposed site including: wetlands, surface waters, floodplains, deer wintering areas, rare species habitat, scenic areas, and slopes 25% or greater.
  - q) The location of temporary markers adequate to enable the Commission to locate and appraise the basic layout in the field.
  - r) Date, true north point and scale.
  - s) Planning Commission and Town Clerk signature blocks.

7. \_\_\_\_ Stamped and addressed envelopes for all abutting property owners, including those across a public or private right of way.

8. \_\_\_\_ A list of State Permits required for the subject proposal.

9. \_\_\_\_ On a separate sheet of paper, please provide a project narrative describing the nature of the proposed development proposal. The narrative should explain in detail the proposed use of the property. Please also address each of the following elements in a descriptive manner: building(s) size and type, proposed landscaping and screening, stormwater and erosion control measures, access to the property, impact on traffic, internal circulation of vehicular and pedestrian traffic, parking requirements, lighting (size, type, location, and number), and signage.