

Official Use Only: 50% of Final Approval Fee

Application #: _____ Fee Paid: _____ Date Received: _____

Date of Hearing: _____

**TOWN OF GEORGIA
PLANNING COMMISSION**

FINAL PLAT AMENDMENT APPLICATION

Submission Requirements: An application for Final Plat Amendment Approval shall provide one 24x36" and eight 11x17" printed sets of site plan maps plus a digital file in *.pdf format, and shall conform to the layout shown on the approved final plat, including any amendments proposed by the Applicant. The Applicant must also submit stamped, addressed envelopes for all abutters, including those across a public or private right of way.

Applicant(s):

Property Owner(s) *(If different from applicant):*

Mail Address: _____

Mailing Address: _____

Telephone: _____

Telephone: _____

Email: _____

Email: _____

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.

Applicant(s)

Property Owner(s)

Location (or address) of Subdivision: _____

Parcel ID No.: _____ **Zoning District:** _____

Deed Reference: Volume#: _____ Page #s: _____

Size of original parcel: _____ **total acres**

Previous subdivision of parcel *(if applicable):*

Permittee name: _____

Date: _____ Map # _____

Previous Subdivision or Site Plan Approval *(if applicable):*

Permittee name: _____

Date: _____ Map # _____

If applicable:

Engineer: _____

Surveyor: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

List of plans, sketches, or other information submitted with this application:

Names and addresses of abutting property owners (attach separate sheet if necessary):

SUMMARIZE PROPOSED CHANGES TO APPROVED SUBDIVISION:

Approved number of lots and/or lot configuration:

Existing and/or proposed means of access to site:

Existing and/or proposed easements and rights-of-way:

Existing and/or proposed wastewater disposal and water supply (if applicable):

Approved stormwater and erosion control plan (if applicable):

Approved landscaping plan (if applicable):

State permits required and/or obtained for this project:

Proposed amendment to approved plans (please describe):

Notes:

- 1) Narratives which summarize the purpose, scope and key proposed changes to the approved subdivision and/or site plan are encouraged & may be attached.
- 2) Application standards for subdivision approval appear in the Georgia Development Regulations as Article 4. Site Plan Review and Approval standards appear in Article 3. Planning and Design Standards appear in Article 7. Please review all relevant standards prior to submittal.

Application Submission Requirements Amended Final Plat for Major and Minor Subdivisions:

The Final Subdivision Plat shall consist of one or more sheets of drawings which conform to the following requirements: It shall be on Mylar paper clearly and legibly drawn, and the size of the sheets shall be 18 inches x 24 inches. Such sheets shall have a margin of two (2) inches outside of the border lines on the left side for binding and a one (1) inch margin outside the border along the remaining sides. Space shall be reserved thereon for endorsement by all appropriate agencies. The final plat for a major subdivision shall conform in all respects to the preliminary plat as approved by the Commission. The Subdivision Plat shall indicate the following as applicable:

- (1) Proposed subdivision name or identifying title, the name of the municipality, the name and address of the record owner and subdivider, the name, license number and seal of the licensed land surveyor, the boundaries of the subdivision and its general location in relation to existing streets or other landmarks and scale, date and true north point.
- (2) Street names, lines, pedestrian ways, lots, reservations, easements and area to be dedicated to public use as approved by the Commission.
- (3) Sufficient data acceptable to the Commission to determine readily the location, bearing and length of every street line, lot line, boundary line and to reproduce such lines upon the ground. When practicable these should be tied to reference points previously established by a public authority.
- (4) The length of all straight lines, the deflection angles, radii, length of curves and central angles of all curves, tangent distances and tangent bearings for each street.
- (5) By proper designation on such Plat, all public open space for which offers of cession are made by the subdivider and those spaces title to which is reserved by the subdivider.
- (6) Lots within the subdivision numbered in alternating order within the blocks.
- (7) The location of all of the improvements referred to in Article VIII and, in addition thereto, the location of all fire protection devices, utility poles, sewage disposal systems, and rough grading and other devices and methods of draining the area within the subdivision.
- (8) Permanent reference monuments and lot corner markers shall be clearly indicated.
- (9) Monuments shall be set at all corners and angle points of the boundaries of the subdivision, and for new roads at all street intersections, angle points in street lines, points of curve and such intermediate points as shall be required by the Commission.
- (10) Deed reference, tax map reference.

The following supporting documents may be required to be submitted with the Amended Final Plat, if required in the Decision and Order:

- (1) Copies of proposed deeds, agreements or other documents showing the manner in which streets, open space, including park and recreational areas served and maintained, and a certificate from the Legislative Body or town attorney that these documents are satisfactory. Such certificate

shall not be construed, however, as acceptance by the Town of Georgia of any areas proposed to be dedicated to the Town.

- (2) A certificate from a Town consulting engineer as to the satisfactory completion of all improvements may be required by the Commission, or in lieu thereof, a performance bond to secure completion of such improvements and their maintenance for a period of two (2) years, with a certificate from the Legislative Body that it is satisfied either with the bonding or surety company, or with security furnished by the subdivider.
- (3) Any other documents required by the Commission as a result of preliminary plat approval.
- (4) The final plan application for a minor or major subdivision shall be accompanied by a Certificate of Title showing the ownership of all property and easements to be dedicated or acquired by the Town, or reserved, and said Certificate of Title shall be approved by the town attorney. Copies of all proposed Offers of Dedication, deeds, easements or other instruments conveying property or easements to the Town shall also accompany the final application and be approved by the town attorney.
- (5) Bonding shall be required sufficient to cover the completion of required improvements and maintenance of such improvements for a period of two years after completion. The amount of bond shall be established by the Planning Commission based upon the subdivider's estimate, bids or other information deemed necessary by the Planning Commission, but shall not exceed 150% of the projected improvement and maintenance costs.