

## **PRELIMINARY PLAT SPECIFICATIONS FOR SUBDIVISIONS**

### **Sec. 7.2 Preliminary Plat Specifications.**

An application for a Preliminary Plat Approval shall consist of the Preliminary Plat, a certified boundary survey, and such other Development Plans as may be required by these regulations.

The Preliminary Plat and application shall be complete in all respects, including submission of all required documents to accompany the preliminary plat submittal. The Code Enforcement Officer shall have thirty (30) days to review preliminary plat submittals for completeness and accuracy. Incomplete submittals or submittals requiring correction will be scheduled for the first available Planning Commission meeting no less than thirty (30) days from the date the preliminary plat and submitted documents are considered complete.

#### **Sec. 7.2.1 Conformance to Sketch Plat.**

The Preliminary Plat shall generally conform to the Sketch Plat. The Preliminary Plat shall include all of the contiguous property under one (1) ownership.

#### **Sec. 7.2.2 Scale.**

The Preliminary Plat shall be clearly and legibly drawn at a scale of not less than one hundred (100) feet to one (1) inch. Sheet size shall not exceed twenty-four (24) inches by thirty-six (36) inches. The Code Enforcement Officer may approve other scales as deemed appropriate.

#### **Sec. 7.2.3 Certified Boundary Survey**

- a) The Preliminary Plat shall be based on a certified boundary survey delineating the entirety of the property contained within the Preliminary Plat, and tied to a point of reference (tie point) with the same degree of accuracy as the boundary survey itself. The survey shall have an accuracy of no less than one (1) in ten thousand (10,000), and shall meet all requirements of Georgia Law regarding the recording of maps and plats.
- b) Each Preliminary Plat shall be drawn on, accompanied by, or referenced to a boundary survey.

#### **Section 7.2.4 Preliminary Plat Specifications.**

The Preliminary Plat shall contain the following:

- a) Name of the subdivision, unit number, Land District, Land Lot number, and total acreage of tract.
- b) Name, address, and telephone number of owner or agent.
- c) Name, address and telephone number of individual responsible for subdivision design and surveys.
- d) Date, graphic scale, and north point.
- e) Location sketch of tract showing major surrounding features.
- f) Proposed use of the subdivision.

- g) Minimum building setback lines along streets, with dimensions.
- h) Location of existing property lines, major easements, rights of way, water courses, drainage areas and ditches, distinctive natural features, and existing buildings.
- i) The location, names, and width of all existing or proposed streets within or directly adjacent to the subject property.
- j) Lots numbered in numerical order and blocks lettered alphabetically.
- k) Total number of lots proposed in tabular form.
- l) The approximate location of all proposed or existing lots and the site of the smallest lot.
- m) The location of flood plain areas.
- n) Statement of proposed water and/or sewer supply or collection method.
- o) Zoning of subject property and adjacent property.
- p) Names of adjacent property owners.
- q) Topography with contours no greater than two (2) feet.
- r) Location of all known existing or previously existing landfills.
- s) Location of all known existing groundwater recharge areas.
- t) Location of all known existing wetlands.
- u) Location of all known flood hazard areas.
- v) Location of all known Protected River Corridors.
- w) Location of all known Water Supply Watershed areas.

x) AUTHORIZATION STATEMENT (text follows):

I hereby submit this Preliminary Plat as authorized agent/owner of all property shown thereon, and certify that all contiguous property under my ownership or control is included within the boundaries of this Preliminary Plat, as required by the Development Regulations.

\_\_\_\_\_  
Signature of Authorized Agent/Owner

\_\_\_\_\_  
Date

y) CERTIFICATE OF APPROVAL BY THE CODE ENFORCEMENT OFFICE (text follows):

This Preliminary Plat has been reviewed and approved for general compliance with the Zoning Ordinance and Development Regulations of the City of Monroe.

\_\_\_\_\_  
Code Enforcement Officer

\_\_\_\_\_  
Date

z) CERTIFICATE OF APPROVAL BY PLANNING COMMISSION (text follows):

The Preliminary Plat shown hereon has been found to comply with the Zoning Ordinance and the Development Regulations of the City of Monroe and is hereby given Approval by the City of Monroe Planning Commission. This Approval does not constitute approval of a Final Plat. This Certificate of Approval shall expire and be null and void one (1) year from the date of this Certificate of Approval if no Site Development Plans are approved and no Final Plat is recorded. If Site Development Plans are approved within one (1) year from the date of this Certificate of Approval, this Certificate of Approval shall extend to the expiration of Site Development Plans. If no Final Plat is recorded by the expiration of the Site Development Plans, then this Certificate of Approval shall expire and be null and void in its entirety and shall require a new Preliminary Plat Approval by the City of Monroe Planning Commission.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_, Chairman

By: \_\_\_\_\_, Secretary