



Clayton County Planning & Zoning Department of Community Development

121 South McDonough Street
Jonesboro, GA 30236
Office: 770.477.3569 Fax: 770.473.5481
Web site: www.co.clayton.ga.us

PRELIMINARY PLAT APPLICATION, INSTRUCTIONS & CHECKLIST

Instructions:

1. **Application:** The petitioner shall submit an application for Preliminary Plat review, an affidavit and **consent of property owner** (if the property owner is someone other than the petitioner), a **deed** for the property involved, the required filing **fee**, and required **supportive information** to the Zoning Administrator.
2. **Technical Review Committee:** The Technical Review Committee (TRC) reviews the Preliminary Plat; applicant receives TRC date upon filing of fee. Either the applicant or a representative of the applicant must be present during the review to answer questions regarding the application.
3. **Public Hearings:** The **Zoning Advisory Group (ZAG)** will consider the application in a public hearing; either the applicant or a representative of the applicant must be present at the public hearing.
4. **Public Notification:** For all Public Hearings, notification for the scheduled public hearing regarding the Preliminary Plat request will be completed consistent with Article 13 of the official Clayton County Zoning Ordinance.
 - a. **Notice Sign:** The petitioner must allow the Zoning Administrator to post a sign on the subject property, at least **fifteen (15) days prior** to the public hearing, in a conspicuous place along every street frontage/public right-of-way of the property for which an application has been submitted.
 - b. **Legal Notice:** The Department of Community Development staff prepares a legal notice consistent with the requirements of State of Georgia in the local newspaper of general circulation specified by the Rules and Procedures of Clayton County.
 - c. **Informational Meeting for Citizens:** Clayton County Department of Community Development will host an informational meeting for citizens to share information about proposed zoning requests within the community. The petitioner is encouraged to attend.
 - d. **Notice to Interested Parties:** The petitioner of any additional request(s) shall provide written notice of the petition to all adjoining property owners of the boundaries of the subject property.
 - a. The distribution and cost of the notice will be the responsibility of the petitioner.
 - b. The applicant must provide proof of mailing – certificate of mailing or certified mail receipt – to Zoning Administrator at least seven (7) business days prior to public hearing.
 - c. Failure to provide proof of mailing will lead to a tabling or postponement of application at the ZAG meeting and application will be moved to the following month's hearing cycle.
Note your submittal date for mailing proof: _____
5. Upon approval of the Preliminary Plat, the applicant can submit an application for **Construction Site Plan Approval**.

Checklist:

Preliminary Plat Application: The petitioner shall submit an application for Preliminary Plat review, an affidavit and consent of property owner (if the property owner is someone other than the petitioner), a deed for the property involved, the required filing fee, and required supportive information to the Zoning Administrator. Supportive information shall include, but not be limited to the following:

The Applicant shall submit fourteen (14) copies of the Preliminary Plat identifying the following information:

- The proposed Preliminary Plat shall be prepared by a land surveyor or professional engineer and certified by a land surveyor registered by the State of Georgia. It shall be designed on state plane coordinates, drawn at a scale of 100' = 1" on sheets not exceeding 24 x 36 inches in area. The proposed Preliminary Plat shall include:
 1. **Property Name:**
 - The name of the subdivision if the subject property is within an existing subdivision.
 - A proposed name if not within a previously-platted subdivision. The proposed name shall not duplicate the name of any subdivision plat previously recorded nor for which Preliminary Plat approval is still in effect.
 2. **Property Ownership:**
 - The name, address, and telephone number of the legal owner, the developer of the property or his/her agent, and citation of last instrument conveying titles to each parcel of property to the developer involved in the proposed subdivision, giving grantor, grantee, date, and land records reference.
 - Citations of any existing covenants on the property.
 - The name, address, and telephone number of the professional person(s) responsible for the subdivision design, for the design of the public improvements, and for surveys.
 3. **Property Description:**
 - A dimensioned drawing of the parcel of land which is being subdivided, including any remaining tract.
 - Subdivision boundary lines showing dimensions, bearings, and references to map number, land lot, district, parcel, and county.
 4. **Development Description:**
 - A legend and notes, including a graphic scale, north point, and date.
 - The approximate location of existing or proposed septic systems including termination point and outlet of all perimeter drain systems and/or the municipal sanitary sewer system.
 - The approximate location of any existing or proposed wells and/or the municipal water system.
 - Preliminary Plat approval certificate for signing by the ZAG Chairman and/ or Vice Chairman.
 - Lot numbers, including the location of monuments and the area for each lot (listed in square footage and acres), and the buildable areas of each lot per applicable zoning district setback requirements and any other regulatory or natural limitations.
 - All existing and proposed easements including the location, width, and purpose of each easement.
 - All existing and proposed streets and rights-of-way on and adjoining the site of the proposed subdivision showing the proposed names, roadway widths, approximate gradients, types and widths of pavements, curbs, and sidewalks.
 - Any parcels of land proposed to be dedicated or reserved for common areas, schools, parks, playgrounds, or other public, semi-public, or community purposes.
 - The location, size, and invert elevation of utilities existing and proposed adjacent to and on the site, including storm and sanitary sewers; water mains; electrical, telephone, and cable television lines; street lights; fire hydrants; and such other utilities as may be appropriate.
 - The location(s) of any existing structure(s) on the site and a description of its future demolition or incorporation into the proposed subdivision.
 - The location and results of tests, as required by any county, state, or federal government agencies made to ascertain subsurface soil, rock, and groundwater conditions.
 - All proposed sidewalks or pedestrian trails.
 - All locations of existing and proposed street lights and street signs.
 - A statement of the expected demand of the subdivision for capacity at the applicable waste water treatment facility.
 - All proposed landscaping, signage, development entrance features, screening, and attempts at preserving natural terrain and open space.
 - The estimated traffic count increase on adjacent streets resulting from the proposed development; a description of type and condition of roads serving the subdivision site; the total number of motor vehicles expected to use or be stationed in the subdivision; and a description of on and off-site parking to be supplied.

5. **Subdivision Phasing Description:**

- If the Preliminary Plat is to be divided into sections for the phasing of development, the preliminary boundaries and numbers of such sections shall be shown. In no case may any section contain less than ten percent (10%) of the proposed lots.

6. **Subdivision Covenants:**

- Any protective covenants applicable to the subdivision shall be prepared by the petitioner and be legally sound. Covenants shall be incorporated in the plat and subject to the approval and enforcement of the Board of Commissioners (BOC). At a minimum, covenants shall provide a means for the maintenance and upkeep of drainage swales and other drainage facilities and any common areas or entry features.

7. **Contiguous Holding Description:**

- Whenever the Preliminary Plat covers only a part of a petitioner's contiguous holdings, the petitioner shall submit, at the scale of no more than 1" = 200', a sketch of the entire holding, including the proposed subdivision area, showing an indication of the probable future street and drainage systems, for the remaining portion of the tract.

8. **Zoning Conditions:**

- Listing of rezoning petition identification number, date of rezoning approval, and any conditions placed on the property/development by the BOC.

9. **Soils Description:**

- On a separate sheet, a soils map shall be provided showing soil boundaries and their identification, the existing and proposed street pattern, any mineral resource areas, and 100-year flood plains.

10. **Drainage Plan and Report:**

The sub-divider shall provide a drainage report describing the existing and proposed drainage conditions and evaluating the ability of the proposed water courses, channels, drainage tiles, farm tiles, storm sewers, culverts, and other improvements to accommodate the additional run-off generated by the proposed subdivision.

- Drainage Report:** A registered professional engineer shall prepare the report, which shall include:
 - a. The conditions of the watershed which may affect run-off, such as subsoil type, positive drainage, and obstructions.
 - b. The location of all subsurface known drainage tiles and a plan to preserve or relocate the tiles.
 - c. Estimates of the water entering the subdivision (computations for major drainage-ways shall assume that the upper watershed has been developed according to current growth estimates).
 - d. A description of minor and major drainage systems. The minor drainage system shall consist of storm sewers, drainage ditches, grassed swales, and storm inlets or infiltration structures. The major system shall consist of roadways, culverts, bridges, and drainage flow-ways.
- Watershed Map:** On a separate sheet, a watershed map complementing the Drainage Report using USGS contour information shall be provided, showing:
 - a. The delineation of the drainage area in which the subdivision is located.
- Surface Water Flow:** The location of drainage courses and the existing direction of surface water flow within the drainage area.
- Drainage Plan Description:** On a separate sheet, a description of drainage/topography/natural environment complementing the Drainage Report shall be provided which includes the following information:
 - a. The location of natural streams, regulated drains, 100-year flood plains and floodways.
 - b. The location of any existing or proposed subsurface drain tile, structures, culverts, or swales.
 - c. A map noting significant physical and topographical features of the tract. This map shall also show the proposed direction of the flow of surface water runoff from the site.
 - d. A preliminary drainage plan showing the proposed storm water drainage system to an improved outlet. The plan shall include surface drainage system, storm sewer systems, subsurface drainage systems, and storm water detention facilities. Arrows designating the general drainage of all streets and lots shall be included.
- Residential Drainage Plan:** Certain residential lots, which have the possibility of creating drainage problems, may be designated as needing an individual residential drainage plan. Such lots shall be marked "RDP." Prior to issuance of a building permit, the applicant shall submit plans showing the intended building location; driveway location; other impervious surfaces; grading plan; ditches, swales and other drainage features; and related drainage features, so that the impact of the individual lot on the drainage of the subdivision can be reviewed. The staff must approve the RDP prior to a permit being issued, and the home must be built and the lot graded in compliance with the plan.

11. **Vicinity Description:** On a separate sheet a vicinity map must be submitted that includes the following information:

- Location of the proposed subdivision within the County.
- Existing subdivisions and lots adjacent to or within 400 feet of the proposed subdivision. The owners of

each of these tracts shall be identified on the drawing with the date and book and page (or instrument number) of the last conveyance of ownership.

- Existing schools, parks, playgrounds, or other similar public facilities that will serve the proposed subdivision.
 - Location and size of all utilities adjacent to or within 400 feet of the subdivision site, including sanitary and storm sewers, gas lines, electric lines, telephone lines, water mains, fire hydrants, and cable television lines.
 - All public thoroughfares/rights-of-way adjacent to or within 400 feet of the site.
 - Existing streets and rights-of-way on and adjoining the site of the proposed subdivision showing the names, roadway widths, approximate gradients, surface types, and widths of pavements and curbs.
 - Existing zoning of the tract and all contiguous tracts surrounding the proposed subdivision.
 - All section and municipal corporate boundaries lying within or contiguous to the tract.
12. **Engineering Feasibility Report:** A feasibility report prepared by a registered professional engineer covering sewage, water, and drainage facilities for the subdivision shall be provided which includes, but is not limited to, the following:
- Utility Systems:** A description of the feasibility of connecting to existing storm and sanitary sewers and water supply. This portion of the report shall include the distance from the nearest public sewer and the capacity of the existing system intended to handle the additional waste load and any additional requirements of the Clayton County Water Authority or service provider.
 - Street Construction:** A preliminary report on the types of street construction based on the specifications provided by this Ordinance and any additional requirements of the Department of Transportation and Development.
 - Traffic Study:** A traffic impact study shall be submitted for residential developments with more than 120 dwelling units and for any commercial development deemed likely by the Department of Transportation and Development to generate 100 or more p.m. peak hour trips. The traffic impact study shall follow procedures established by the most recent edition of the ITE Transportation Impact Analysis for Site Development.



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PRELIMINARY PLAT APPLICATION

<u>FOR STAFF USE ONLY</u>		<u>DATE/TIME STAMP</u>
Project#: _____ Filing Fee: \$ _____ Received By: _____		
<u>COMMENTS</u> _____	<u>REVIEWED BY:</u> _____	<u>TRC MEETING:</u> _____
		<u>APPROVAL GRANTED</u> _____

APPLICANT AND PROPERTY OWNER INFORMATION

1. Applicant Name:		
Address:		
City:	State:	Zip Code:
Phone#:	Fax#:	
Email Address:		

2. Property Owner Name:		
Address:		
City:	State:	Zip Code:
Phone#:	Fax#:	
E-mail Address:		

PROPERTY INFORMATION

3. Project Name:		
4. Address of Property:		
5. Legal Description of Property:		
6. Tax Map Parcel#:	Land Lot#:	Land District:
7. Commission District:		

PROPOSED PROJECT INFORMATION

8. Zoning District Classification:

9. Overlay District, if applicable:

Highway 138/ Cherry Hills/ Tara Blvd. Highway 42 Panhandle Area Highway 54

10. Total Acreage of the subject property:

11. Please Check:

Residential Commercial

1. If Residential:

a. Total number of lots proposed:

b. Minimum lot size proposed:

c. Minimum setbacks: Front: Side: Rear:

d. Amenity Area: Yes No

If yes, please describe

2. If Commercial:

a. Total Building area proposed:

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the Department of Community Development within Clayton County, Georgia.

Signature of Applicant

Date

Printed Name of Applicant

Phone Number

AUTHORIZATION BY PROPERTY OWNER (if applicable)

I, _____ (Property Owner), SWEAR AND AFFIRM THAT I AM THE OWNER OF THE PROPERTY AT _____ (Property Address), PARCEL ID _____ AS SHOWN IN THE TAX MAPS AND/OR DEED RECORDS OF CLAYTON COUNTY, GEORGIA. I HEREBY AUTHORIZE THE PERSON(S) OR ENTITY(IES) NAMED BELOW TO ACT AS THE APPLICANT OR AGENT IN PURSUIT OF THE PRELIMINARY/FINAL PLAT REQUESTED ON THIS PROPERTY.

Applicant Information:

Last Name:	First Name:	
Address:		
City:	State:	Zip Code:
Telephone Number: AREA CODE () NUMBER () - ()		

Notary Seal:

Print Name of Property Owner

Signature of Property Owner

Personally appeared before me this ____ day of _____, 20____.

Notary Signature

Date

SPECIAL POWER OF ATTORNEY AFFIDAVIT

STATE OF GEORGIA
COUNTY OF CLAYTON

This ____ day of _____, 20____, I, the owner of

_____ make, constitute, and appoint _____
Property Address and/or Tax Map ID Name of Attorney or Representative

my true and lawful attorney-in-fact, and in my name, place, and stead giving unto said _____
full power and authority to do and perform all acts and make all representation necessary, without any limitation
whatsoever, to make application for said _____.
Type of Application

The right, powers, and authority of said attorney-in-fact herein granted shall commence and be in full force and effect on
_____, 20____, and shall remain in full force and effect thereafter until actual
notice, by certified mail, return receipt requested, is received by the Clayton County Department of Community
Development stating that the terms of this power have been revoked or modified.

Owner Signature

STATE OF GEORGIA:
COUNTY OF CLAYTON:

Subscribed and sworn to before me this ____ day of _____, 20____ in my county
and state aforesaid, by the aforementioned Principal.

NOTARY PUBLIC

My Commission Expires: _____