

## PRELIMINARY PLAT CHECKLIST

### PLANNING AND ZONING

1. The title block shall state: "Preliminary Plat of ..... Subdivision" and within the title block include County, State, land lot(s), and district(s).
2. Indicate date of plat preparation; provide scale of drawing (not to exceed 1 in. = 100 feet, stated and shown graphically).
3. Provide a north arrow (to state plane grid north) and vicinity map of such a scale that the subdivision may be readily located and identified within the County.
4. Provide legend of all abbreviations.
5. Provide an index of sheets if more than one (1) sheet is provided.
6. Provide name, address, and telephone number of the owner and/or developer.
7. Provide name, address, and telephone number of the engineer, surveyor, and/or landscape architect including seal, signature, and Georgia registration number. The design profession must be licensed in the State of Georgia.
8. Show all land lot lines; land district lines; city and/or county boundaries intersecting or adjacent to the subject property.
9. Show exterior property lines with bearings and distances of subject property.
10. Provide zoning district and subdivision name of all adjacent properties (as applicable).
11. Show location, purpose, and width of any easement of record or provide a note if there are no existing easements associated with the property.
12. Within the general notes, indicate the zoning district; minimum lot size; front, side, and rear setbacks; minimum lot width at the building line and minimum floor area.
13. 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.
14. 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).
15. All applicable zoning regulations shall be indicated on the preliminary plat. Show front, side, and rear setback lines as dashed lines. Indicate minimum lot width at the front building line on each lot (see Section 110-77 of the Zoning Ordinance):.
16. Provide the square footage area and the acreage to the 1/100th acre on each lot; label the lot numbers; show the distances of all lots lines.

17. Indicate in notes how subdivision lots will be served (i.e. public water, individual well, septic tank or public sewer).

18. Indicate all existing structures and buildings and label as "to remain" or "to be removed". Structures and buildings that will remain must be shown on individual lots and meet all applicable zoning requirements. Also indicate any improvements such as existing railroads, sewers, bridges, culverts, drain pipes, water mains, water wells, parks, public open spaces, etc. Provide a note if there are no existing structures, buildings, or improvements on the subject property.

19. The plat shall show all parcels of land to be dedicated to the County for public use – including right of way.

20. Indicate the boundaries and area to 1/100th acre for any common areas (i.e. signage, landscaping, cluster mailbox, open space, etc.) Label as "Common Area—Not a Building Lot".

21. Indicate the boundaries and area to 1/100th acre for any proposed Developed Residential Recreational/Amenity Areas (see Sec 100-169 of the Zoning Ordinance as applicable). Label recreation areas "Not a Residential Building Lot, For Recreational Purposes Only."

22. Label each street with approved street name.

23. Contiguous areas. Provide the contiguous area of each lot to the 1/100 th acre on each lot or in a table. (See section 104-597(3))

24. Statements and/or Certifications. Provide the following statements and/or certifications, as applicable:

a. "Approval of this Preliminary Plat shall expire 24 months from the date of approval by the Planning Commission unless a Final Plat for at least one (1) phase has been approved; or street base construction for at least 50 percent of the total linear footage of all street(s) approved on the Preliminary Plat have been completed. If at 24 months there is active construction on site, the subdivider may request in writing an extension not to exceed 12 months."

b. "This Preliminary Plat has been reviewed and approved by the Planning Commission on \_\_\_/\_\_\_/\_\_\_."

## **ENGINEERING DEPARTMENT**

1. The surveyor shall provide the following, minimum, information with respect to existing and/or proposed streets:

- As-built centerline and edge of pavement of all existing roads adjacent to the subject parcel(s).
- Existing cross drains and driveway culverts. Indicate direction of flow.

- Centerline and edge-of-pavement of intersecting roads.
- Existing utilities, to include waterline lines, meters, vaults, fire hydrants, power poles, guy wires, cable boxes, phone boxes, etc.
- Other improvements or structures within the existing and proposed right-of-way, such as fences, signs, driveways, etc.
- Existing right-of-way lines and existing right-of-way widths as measured from the subject parcels to road centerlines.
- Proposed right-of-way lines as determined by establishing a best-fit existing road centerline and then offsetting the centerline  $\frac{1}{2}$  the required right-of-way width. (The required right-of-way width shall be determined from the Fayette County Thoroughfare Plan and Development Regulations.) Indicate the distance from the centerline to the new right-of-way at the original boundary property lines and at one location close to the center of the lots being developed, as appropriate.

2. Street Length – Indicate the length of each street in the subdivision.

3. Corner Lots – Fillet (20 foot radius) or chamfer (20 feet along tangent legs) corner property lines at street intersections including existing road intersections forming a portion of the parcel boundary being subdivided.

4. Subdivision entrances shall meet sight distance requirements and minimum distance between intersection requirements (both sides of street.) Provide appropriate data on the plat (Development Regulations – Article III.)

5. Prior to Preliminary Plat approval, the Engineer or Surveyor shall provide a Sight Distance Assessment form (available from Fayette County EMD) to the Fayette County Environmental Management Department for each proposed lot fronting an existing road. Fayette County will deny the creation of a new lot that cannot meet minimum intersection sight distance requirements.

6. Indicate any proposed golf cart, bicycle, or pedestrian circulation systems, including sidewalks, crosswalks, multi-use paths, etc.

7. Show existing (dashed) contours at and proposed (solid) contour at ten (10) two (2) foot intervals of elevation and be based upon North American Datum NAD 1983 State Plane Georgia West.

8. Traffic Calming. Maximum tangent length between horizontal curves is 750'. (Development Regulations – Article III, Sec. 8-82.1.6)

9. Road Intersections – All new roadways shall intersect as nearly to 90 degrees as possible. Not less than 80 degrees. (Development Regulations – Article III, Sec. 8-52.1.7)

10. Minimum roadway centerline radius – 175 feet for internal local roads. (Development Regulations – Article III, Sec. 8-52.1.6)

## **ENVIRONMENTAL MANAGEMENT DEPARTMENT**

1. Delineate and label all state waters requiring watershed protection buffers and setbacks on the property and adjacent to the property where any watershed buffers and/or setbacks extend onto the property. Provide a note if there are no state waters requiring a watershed buffer. Label as “Watershed Protection Buffer,” and “Watershed Protection Setback.”

2. Show location of all specimen trees within 100 feet of the centerline of all right-of ways, stormwater management structures, and utility and/or drainage easements.

3. Identify any specimen trees designated for removal. Include the tree size (DBH), species (common name) and justification for removal. Tree Protection Plan (TTP) must be submitted in accordance with the Tree Retention, Protection, and Replacement Ordinance.

4. Delineate and label each drainage basin within the project boundaries. For each basin, provide drainage areas and existing and proposed CN values. Show offsite area and peak flows (Q10 and Q100) for drainage passing through the site.

5. Delineate and label areas to be used for stormwater management consistent with the hydrologic data provided above. For each drainage basin, provide a narrative description of how water quality, stream channel protection, and flood protection criteria as referenced in the GA Stormwater Management Manual will be satisfied or why any exemptions may apply.

6. Delineate any Areas of Special Flood Hazards on or adjacent to the property as required in the Floodplain Management Ordinance. For any streams with 100 acres or greater drainage area provide the future-conditions flood elevation. (Some future conditions flood elevations are available at the Stormwater Management Department.) Provide a note if there are not Areas of Special Flood Hazards on or adjacent to the property. Reference the FIRM panel number and date.

7. Delineate any groundwater recharge areas as required in the Groundwater Recharge Area Protection Ordinance. Provide a note if there are no groundwater recharge areas on the property.

8. Indicate the location of a cemetery (if applicable, see Fayette County Code, Chapter 12, Article VII. Cemeteries, Burial Grounds, Human Remains, and Burial Objects.)

9. Delineate all jurisdictional wetlands and provide the source of the wetland determination or provide a note if there are no wetlands on the property. The wetland delineation shall be made following the procedures established by the U.S. Army Corps of Engineers.

10. If required by the Environmental Management Department, Include the following statement:

**WETLAND DELINEATION**

I, \_\_\_\_\_ of \_\_\_\_\_ (name 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)

or, if approved by the Environmental Management Department, include the following statement:  
"Per the national wetlands inventory the site (does/does not) contain jurisdictional wetlands. Any jurisdictional wetlands on the site 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 jurisdictional wetland areas without proper authorization."

11. Delineate any adjacent drainage easements, lake, ponds or stormwater management facilities, structures, and streams within 100 feet of boundary which may be impacted by development.

**FIRE MARSHAL**

1. Indicate and label the location of fire hydrants on all proposed streets and all fire hydrants (existing or proposed) on existing streets adjacent to the subdivision. 01.06 Fire Hydrant placement required at 600 feet intervals for residential subdivision development. 01.05 Fire Hydrant placement required at 400 feet intervals for non-residential subdivision development.

**WATER SYSTEM**

1. Indicate the proposed layout of waterlines and sewer lines (if applicable) and include the following statement:

If lots are to be served by the Fayette County Water System from an existing water main, taps and services shall be provided at the developers/homebuilders expense and all applicable meter and availability fees shall also be applied. Water main taps shall be observed by Water System personnel with a 48 hour lead time - 770-461-1146 (option 5).