

PLANNING AND DEVELOPMENT DEPARTMENT
For the Cities of Jefferson and Talmo, Georgia

147 Athens Street
Jefferson, GA 30549

Phone: 706-367-5011
Fax: 706-367-5751

APPLICATION FOR FINAL SUBDIVISION PLAT APPROVAL

Type of Plat (check one):

- | | | | |
|--------------------------|---------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | Final Plat | <input type="checkbox"/> | Boundary Line Adjustment |
| <input type="checkbox"/> | Combination of Lots | <input type="checkbox"/> | Dedication Plat |

Applicant Information:

Name of Business or Person: _____
Mailing Address: _____
City/State/ZIP: _____
Telephone: (____) _____ - _____ Ext. ____ Facsimile: (____) _____ - _____
E-mail address _____
Contact Person: _____
Contact Number (if different from above) (____) _____ - _____

Property Owner Information (complete only if different from the applicant):

Name of Business or Person: _____
Mailing Address: _____
City/State/ZIP: _____

Property Information:

Total Acreage Involved in Subdivision: _____
Number of Lots in Subdivision: _____
Tax Map and Parcel Number: _____
Prior Subdivision Name and Lot # (if applicable): _____
Plat Book and Page Number of Lot of Record: Plat Book _____ Page Number _____
(if more than one lot, submit this information for each lot of record)
Address (if assigned): _____
City/State/ZIP: _____
Existing Zoning of Property (consult staff if you need assistance): _____

Utility Information:

Water Supply: _____
Sewage Disposal: ___ On-site septic tank ___ Sewer, Jefferson ___ Sewer, Jackson Co.

CHECKLIST OF APPLICATION REQUIREMENTS: In addition to this application form, have you submitted:

- Three (3) copies of the final plat.
- A fee, as established by the city.
- Other – for private streets or final plats involving new streets, contact the Zoning Administrator for additional submission requirements.

CHECKLIST OF FINAL PLAT DRAWING SPECIFICATIONS: To ensure a complete submission, please check the final plat to see that it contains the following:

INFORMATION REQUIRED TO BE ON THE FINAL PLAT	Complete /Correct?
Scale (1 inch = 100 feet desired)	
Sheet size (no larger than 17" x 22")	
North arrow and graphic engineering scale	
Reference to north point (magnetic, true north, or grid north)	
Proposed name of subdivision or project and phases, if any	
Vicinity map	
Total acreage of the property being subdivided	
Name, address, and telephone of owner of record	
Name, address and telephone of preparer of plat	
Date of plat drawing and revision date(s) if any	
Exact boundaries of the tract to be subdivided by bearings and distances, tied to one or more benchmarks	
Names of owners of record of all abutting land	
Municipal, County and land lot lines inside the property or within 500 feet	
Existing streets, utilities and easements on and adjacent to the tract	
Block boundaries lettered and each lot numbered consecutively counterclockwise without repetition	
Dimensions and acreage of all lots	
Locations of streets, alleys, lots, open spaces, and any public use reservations and/or common areas	
Right-of-way widths and pavement widths for existing and proposed streets	
Locations, widths and purposes of easements	
Street centerlines showing angles of deflection, angles of intersection, radii, and lengths of tangents and arcs, and degree of curvature and curve data	
Acreage to be dedicated to the public (if applicable)	
Street names	
Minimum front building setback lines for all lots	
Location and description of all monuments	
Certificate of ownership (and dedication if land is being dedicated)	
Plat recording and signature block	
Signature block for Planning Commission approval	
Land surveyor's stamp, certificate, signature, including field survey and closure statement	
Jackson County Environmental Health Department Certificate (septic tank only)	

For more information, see Article 26 the Land Use Management Code (online at): <http://www.cityofjeffersonga.com/id125.html> (when in MuniCode, scroll to the bottom and select Appendix A, Land Use Management Code, then Article 26.