

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 PLAT APPROVAL (Major Subdivision)

Applicant Information:

Name:

Address:

City, State, Zip:

Phone:

E-mail:

Property Owner Information: *(if different from applicant)*

Name:

Address:

City, State, Zip:

Phone:

E-mail:

The property owner, must sign the following form; if the applicant is not the property owner, you must submit evidence of property owner approval to file this application by submitting the property owner authorization form.

Property Information:

Tax Map and Parcel Number:

Address (if one has been assigned):

Acreage of Property:

Existing Zoning District:

Proposed Use:

Property Owner Authorization

I swear that I am the owner of the property which is the subject matter of this application, as shown in the records of Jackson County, Georgia.

Name of Owner(s)

Address

Telephone Number

Signature of Property Owner

I authorize the person named below to act as applicant in the pursuit of this application.

Name of Applicant(s)

Address

Telephone Number

Property owner personally appeared
before me

who swears that the information
contained in this authorization is true
and correct to the best of his or her
knowledge and belief.

Notary Public

Date

To complete your application, attach/submit the following in addition to this completed form:

Major Subdivision:

	Application fee: \$1500, or \$40 per lot, whichever is greater. Make check payable to the City of Jefferson (<i>Effective January 1, 2018</i>)
	Plat: Submit 5 copies of the final plat plus one digital copy. Checklist of items is provided below for final plats of major subdivisions
	Letter: A letter certifying that all required improvements have been constructed and meet the specifications of the City.
	Letter (electric): A letter from the applicable electricity service company indicating that service points for individual lots and street lights have been installed
	Payment for signs and striping. Payment for materials and installation of traffic signs and street name signs in an amount determined by the City Engineer
	Homeowners' association documents (Two copies)
	Financial Surety. A bond or other approved financial improvement guarantee for two years or until 75% of the buildings in the subdivision receive a certificate of occupancy, in the amount of 20% of the actual costs of construction of improvements to be dedicated as shown on as-built surveys
	"As-built" drawings of improvements (2 hard copies and one electronic copy)

Specifications for all final plats of major subdivisions:

	Box. a box of not less than three inches square, if at full size, in the upper left-hand corner
	County
	City
	Owner name and contact info
	Type of plat
	Name of subdivision
	Designations for lots (#s)
	Developer name and contact info
	Militia district
	Date of plat and revision dates or block for revisions
	Surveyor. Name, address, and telephone number, certificate of authorization number
	Surveyor registration number
	Surveyor seal
	Page numbers (If the plat has multiple pages)
	Scale (graphic)
	Point of beginning and point of reference
	Names of adjoining subdivisions and property owners and documents reviewed
	Roads. Adjacent streets, roads, or other rights-of-way, and the width and the former widths, if pertinent, of rights-of-way adjacent to or crossing the property
	Water. All water boundaries
	Easements. The width and the former widths, if pertinent, of easements adjacent to or within the property

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	Encroachments and cemeteries. Apparent encroachments and observed evidence of any cemeteries or burial grounds
	North arrow
	Metes and bounds bearings and distances and areas of boundary and lots
	Equipment reference
	Closure precision statement
	Monuments: must be set at all boundaries. All monuments found set, or replaced
	Monument specifications
	Street names
	Location sketch or vicinity map
	Road centerlines, pavement widths and radii
	Lot and block identifiers
	Addresses for each lot
	Front building setbacks
	Flood hazard area note
	Dedications and common areas
	Private covenants. Statement and reference, if any
	<p>Surveyor certification box, as follows:</p> <p>“As required by subsection (d) of O.C.G.A. Section 15-6-67, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements hereon. Such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.”</p> <p>The land surveyor shall sign on a line immediately beneath the certification</p>
	<p>Owner’s certification:</p> <p>“The owner of the land shown on this plat and whose name is subscribed hereto, certifies that that he/she is the fee simple absolute owner of the land shown on this plat and that all state, city and county taxes or other assessments now due on this land have been paid.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Owner</p> <p style="text-align: center;">Signed, sealed and delivered in the presence of:</p> <p>Witness Notary Public" _____</p>
	CERTIFICATE OF FINAL PLAT APPROVAL

	<p>All applicable requirements of the City of Jefferson (or Talmo) relative to final plats having been fulfilled, approval of this is hereby granted by the Zoning Administrator and is entitled to be recorded.</p> <p>_____</p> <p>Zoning Administrator</p> <p>Date: _____</p> <p>Note: For subdivisions involving public improvements, signature of approval of the City Engineer are required and shall be provided:</p> <p>_____</p> <p>City Engineer</p> <p>Date: _____</p>
	<p>Certificate of dedication:</p> <p>“The owner dedicates to the public for use forever the street right of way(s) and/or other public dedications shown on this plat, as follows:</p> <p>Street right of way(s): ___ linear feet and ___ acres.</p> <p>Other: ___ acres.</p> <p>A dedication is not final until acceptance of the warranty deed by resolution of the City Governing Authority.</p> <p>_____</p> <p>Owner</p> <p>Signed, sealed and delivered in the presence of:</p> <p>_____</p> <p>Witness Notary Public"</p>
	<p>Engineer’s utility certificate. If the subdivision involves water and/or sanitary sewer lines to be dedicated, the following certification shall be provided on the plat:</p> <p>“The civil engineer responsible for the design and oversight of construction of water and/or sewer lines within this subdivision to be dedicated, hereby certifies that said water and sewer lines have been constructed and inspected as being in accordance with the standard specifications of the utility provider(s) and the requirements of the City of Jefferson (or Talmo as applicable):</p> <p>_____</p> <p>Signature, Name of Professional Engineer Date” (affix seal)</p>
	<p>Utility dedication certificate. If the subdivision involves water and/or sanitary sewer</p>

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	<p>lines to be dedicated, the following certification shall be provided on the plat:</p> <p>“The owner hereby dedicates to the City of Jefferson (or Talmo) forever the water and sanitary sewer lines within easements or within street rights of ways shown on this plat, as follows:</p> <p>Water lines: _____linear feet. Sanitary sewer lines: _____linear feet.</p> <p>_____</p> <p>Owner Signed, sealed and delivered in the presence of:</p> <p>_____</p> <p>Witness Notary</p> <p>Public”</p>
	<p>Utility acceptance of dedication. If the subdivision involves water and/or sanitary sewer lines to be dedicated, the following certification shall be provided on the plat:</p> <p>“The City of Jefferson (or other provider) hereby accepts the water and/or sanitary sewer lines within easements or within street rights of ways shown on this plat:</p> <p>_____</p> <p>Signature, City Engineer</p>
	<p>Health department certificate. If the subdivision involves an on-site sewage management system or community water system, the following certification shall be provided on the plat:</p> <p>“This final plat has been approved by the Jackson County Health Department as being consistent with applicable state and local environmental health requirements.</p> <p>_____</p> <p>Signature, Director, Jackson County Health Department Date”</p>