



# APPLICATION FOR PLAT REVIEW

## NOTICE TO APPLICANT

Any land disturbing activity or construction (including activities within an area of special flood hazard) may be subject to regulation of other local, state, or federal authorities, and applicant may be required to obtain additional permits prior to commencement of construction or land activity disturbance.

***Any plat requiring departmental approvals that has revisions prior to final approval shall accrue a \$160 re-submittal fee. This fee shall be assessed each time the plat is rejected and re-submitted.***

DATE OF APPLICATION: \_\_\_\_\_

- TYPE:  FINAL  
 PRELIMINARY  
 RESUBMITTAL for required changes  
 REVISION to already approved plats  
 N/S - \$25 (as of 7/29/2014)

NO. OF LOTS: \_\_\_\_\_ PLAT ACREAGE: \_\_\_\_\_

PROJECT NAME AS SHOWN IN TITLE BLOCK OF PLAT: \_\_\_\_\_

LOCATION: STREET NAME & NUMBER: \_\_\_\_\_

STREET NAMES ON PLAT: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

MAILING ADDRESS: P.O. BOX NO: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
(where you receive mail)

OR STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER DURING OFFICE HOURS: AREA CODE & NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

APPLICANT'S E-MAIL ADDRESS: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Refer to plat submittal checklist on other side\*

### THIS SECTION FOR OFFICE USE ONLY

MAP/ PARCEL NUMBER: \_\_\_\_\_ DISTRICT: \_\_\_\_\_ PLAT NUMBER: \_\_\_\_\_

SETBACKS: FRONT: \_\_\_\_\_ SIDE: \_\_\_\_\_ SIDE: \_\_\_\_\_ REAR: \_\_\_\_\_

RECORDED: PLAT BOOK \_\_\_\_\_ PAGE NUMBER: \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ DATE: \_\_\_\_\_

PLAT REC'D. BY: \_\_\_\_\_ TIME: \_\_\_\_\_ SCHEDULED FOR REVIEW: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

## PLAT SUBMITTAL CHECKLIST

*The following items MUST be on the plat in order for it to be approved. If these items are not on the plat and the plat is submitted, it will be returned for corrections. Re-submittal of the plat will result in a \$160 re-submittal fee. PLEASE look at your plat PRIOR to submitting it for approval to ensure that ALL of the following are included on the plat. The list below contains the items most often omitted when plats are submitted; however, it is not all inclusive. Surveyors are familiar with the Ga Plat Act and should make sure plats meet its requirements. Should they require a copy of the Preliminary and Final plat checklist specific to Macon-Bibb County, the Zoning Office will provide them one upon request.*

**\*PD Districts require commission approval unless originally shown on plans when submitted.**

### State of Georgia Plat Requirements:

- City/ County where the property lies.
- The municipality where in the property lies.
- The name of the property owner or owners of the subject property as stated on the most current or applicable title instrument.
- Type of plat recording. (subdivision, boundary, re-subdivision, easement, etc.)
- The name of any subdivision if the property lies within a named subdivision or if the plat is creating a new subdivision.
- The name of any condominium if the property is within a condominium development
- The applicable units, pods, blocks, lots, or other sub-designations of any named subdivision or condominium
- The name or names of the developer or developers of any new subdivision or condominium
- All applicable land lots, land districts, sections, reserves, or militia districts wherein the platted property lies.
- The date of initial preparation and issuance and any revision dates, including brief explanation of each revision.
- The name, address and telephone number of the land surveyor who prepared and sealed the plat and if working for or through a firm, corporation, partnership, association, limited liability company, or other entity, then also the certificate of authorization number of that entity, in which case the address and telephone number of such entity are acceptable in lieu of the individual surveyor's address and telephone number.
- The registration number of the land surveyor or a statement that he or she is the county surveyor and is not required by law to be a registered surveyor.
- The seal of the land surveyor who has prepared the plat and is signing the surveyor certification, which shall be placed within or next to the surveyor certification box.
- If the plat has multiple pages, the page number for each applicable page and the total number of sheets in the set shall be placed on each sheet in the same or similar location. The information required by this paragraph may be placed on all sheets or on different sheets within the set submitted for filing and
- The scale of the plat stated and shown graphically
- Land surveyor certification box required for plats.
  - Each plat shall have depicted thereon a box which contains one of the following applicable certifications of the land surveyor:
    - 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.
    - As required by subsection (d) of O.C.G.A. Section 15-6-67, this plat has been prepared by a land surveyor. This plat has been approved by all applicable local jurisdictions that require prior approval for recording this type of plat or one or more of the applicable local jurisdictions do not require approval of this type of plat. For any applicable local jurisdiction that requires approval of this type of plat, the names of the individuals signing or approving this plat, the agency or office of that individual, and the date of approval are listed in the approval table shown hereon. For any applicable local jurisdiction that does not require approval of this type of plat, the name of such local jurisdiction and the number of the applicable ordinance or resolution providing that no such approval is required are listed in the approval table shown hereon. Such approvals, affirmations, or ordinance or resolution numbers 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.

- This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated hereon. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. 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.
- The property hereon lies completely within a jurisdiction which does not review or approve any plats or this type of plat prior to recording. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. 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.

**Other certification information required for plats per the State of Georgia:**

- The land surveyor shall sign on a line immediately beneath the certification on the plat. At the discretion of the land surveyor and in conformity with local regulations, the surveyor may electronically sign the certification using a facsimile signature. The facsimile signature may be a reproduction of an original signature or an electronically created signature. If the land surveyor elects to use a facsimile signature, the surveyor must maintain full control over the application and use of such signature.
- Additional dates, certifications, and signatures, which may be electronically created signatures, may be placed on plats. Such certifications may include, but are not limited to, those that may be required by local jurisdictions or agencies, the United States Small Business Administration, the United States Department of Housing and Urban Development, and the American Land Title Association
- The approval table required by division (c)(3)(A)(ii) of this Code section shall be data in a tabular format which shall include the name of each governmental body or agency that has approved the plat, the name of each individual who issued such approval, and the date that each approval was granted.
- Plats that meet the requirements of a municipal or county governing authority ordinance or resolution specifying that no approval of such plat is necessary prior to recording may be recorded using the certification set forth in division (c)(3)(A)(ii) or (c)(3)(A)(iv) of this Code section, as applicable.
- In the case of a plat that is a retracement survey, the land surveyor shall state clearly the recording information of any document, map, plat, or other instrument which created any of the parcels depicted. The depiction of gores, overlaps, or other parcel delineation as may be necessary to remedy or address title issues or deficiencies shall be allowed as part of the retracement function. Plats that depict existing or proposed easements for utilities or for conservation purposes may be recorded using the certification set forth in division (c)(3)(A)(iii) of this Code section, provided that there are no changes to any real property boundaries.
- Plats bearing the certification provided for in division (c)(3)(A)(iii) of this Code section shall be entitled to recordation without further review or local approval.

**Macon-Bibb Planning and Zoning Requirements additional to the state:**

- Addresses of all lots surveyed shall be included on the plat.
- Names of all owners of the property and Owners of adjacent properties is shown
- Names and widths of ALL streets shown.
- Legend showing all symbols used on plat and sizes of property pins
- Property corners should be shown with size and type noted (if different than that listed in legend)
- Buildings, if any on property when subdividing and the distance to the property line from the new lines.
- All apparent or recorded easements affecting property are shown on the plat
- All required buffers are shown on the plat.
- Plat closure and Survey closure
- Flood plain or flood zone information
- Zoning District
- Distance to the nearest street intersection (point of reference)
- Acreage / square footage of the property surveyed.
- ROOM FOR ALL DEPARTMENTS TO SIGN if a sub-division
- North Arrow and reference meridian
- References

**As per the State of Georgia:**

***Whenever the municipal planning commission, the county planning commission, the municipal-county planning commission, or, if no such planning commission exists the appropriate municipal or county governing authority prepares and adopts subdivision regulations, land use regulations, or both, then no plat of a subdivision of land within the municipality or the county shall be presented for filing with the office of the clerk of superior court of a county.***

***Without the approval of the municipal planning commission, county planning commission, municipal-county planning commission, or appropriate municipal or county governing authority.***

***Any land surveyor who fraudulently makes any certification required under this Code section shall, upon conviction thereof, be guilty of a misdemeanor.***

***The clerk of superior court shall make available a public computer terminal which provides a filer access to the Georgia Superior Court Clerks' Cooperative Authority's electronic filing portal.***

***The Georgia Superior Court Clerks' Cooperative Authority shall have the power and authority to promulgate such rules and regulations deemed necessary or convenient for implementation of the provisions of this Code section.***

***The clerk of superior court shall be held harmless for the filing of any plat, or condominium plan that fails to meet any requirement of this Code section.***

***Any plats or condominium plans prepared prior to the effective date of this Code section in compliance with previous statutory requirements may be recorded pursuant to this Code section so long as such documents are submitted as electronic images and presented to the clerk of superior court electronically.***