



### Plat Review Application

**THIS SPACE FOR OFFICE USE ONLY**

MAP/ PARCEL NUMBER: \_\_\_\_\_ DISTRICT: \_\_\_\_\_ PLAT NUMBER: \_\_\_\_\_  
SETBACKS: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_  
RECEIPT NUMBER: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_ DATE: \_\_\_\_\_  
RECORDED: PLAT BOOK \_\_\_\_\_ PAGE NUMBER \_\_\_\_\_

**Notice to Applicant**

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

**Please Read Carefully Before Submitting a Plat for Review**

*All plats submitted shall meet the requirements of the check list below. Any plat submitted not meeting those requirements shall accrue an additional resubmittal fee. The resubmittal fee shall be the same as the original fee paid for review. This fee shall be assessed each time the plat is rejected and re-submitted.*

**PLEASE PRINT LEGIBLY**

DATE: \_\_\_\_\_

- Number of lots: \_\_\_\_\_ Plat acreage: \_\_\_\_\_  
Type:  Final  Preliminary  Resubmittal  Other- \$37.00
- Project name as shown in the title block: \_\_\_\_\_
- Location address(es): \_\_\_\_\_
- Applicant Name: \_\_\_\_\_
- Applicant Email: \_\_\_\_\_ Phone number: \_\_\_\_\_
- Applicant Mailing address: PO Box or Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PLEASE READ, SIGN AND DATE**

This application does not violate any restrictive covenants applicable to the property and all statements are true to the best of my knowledge and belief. I realize that distances should be exact and if errors result in a violation of zoning regulations, then the structure will have to be removed.

As applicant, I hereby grant permission for Planning and Zoning personnel to enter upon and inspect the property for all purposes allowed and required by the Comprehensive Land Development Resolution for Macon-Bibb County, Georgia.

I hereby attest that I am the owner of the referenced property or have permission from the owner to make this application.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please make checks payable to Macon-Bibb County Planning and Zoning Commission  
If you have any questions and or concerns, please contact us at [info@mbpz.org](mailto:info@mbpz.org)

## 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 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

### **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

- 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.

**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.***



# Macon-Bibb County

## Certificate of Good Standing

**Instructions:** This Certificate is used to certify the tax compliance status of certain individuals or business entities with a connection to a person or business that is applying for or being considered for some privilege with the Macon-Bibb County Government. These privileges may include:

- Obtaining a building permit, plat approval, building inspection report, or certificate of occupancy
- Obtaining or renewing any alcohol or privilege license
- Being appointed to any board or position of trust requiring confirmation of the County Commission.
- Being awarded a contract through a formal competitive bid or proposal process
- Being awarded a non-competitive contract over \$50,000.00
- Registering to bid on any surplus real property sold by the Macon-Bibb County Government or the Macon-Bibb County Tax Commissioner
- Any other privilege granted by Macon-Bibb County which may require certifying tax compliance status

If **AN INDIVIDUAL** is applying for a privilege requiring this form, then that individual must complete this Certificate using his or her name as both the applicant and the subject.

If **AN ENTITY** is applying for a privilege requiring this form, then an owner or manager must complete this Certificate using the entity's name as both the applicant and the subject; and **ONE ADDITIONAL CERTIFICATE** must be completed **FOR EACH** individual identified as an owner in the entity's Certificate.

**FOR BOTH INDIVIDUALS AND ENTITIES**, if the privilege requested is a building permit, plat approval, building inspection report, certificate of occupancy, alcohol license, or other privilege license, then **ONE ADDITIONAL CERTIFICATE** must be completed listing the landowner of the construction site or business location as the subject.

All required completed certificates must be submitted together. Giving false, incomplete, or inaccurate information on this Certificate may result in the denial of any privilege the applicant is applying for, as well as the revocation of any privilege previously granted by Macon-Bibb County, and may constitute the crimes of false writing or false swearing, which carry a penalty of up to five years in prison and up to a \$1,000 fine.



# Macon-Bibb County Certificate of Good Standing

1. Name of the applicant: \_\_\_\_\_

2. Name of the subject of this Certificate, if different from the applicant:

\_\_\_\_\_

3. Benefit or privilege for which the applicant is applying: \_\_\_\_\_

4. If the subject is an individual, then list all business entities in which the subject has a direct or indirect ownership interest of 25% or more, or legal control over. If the subject is an entity, then list all individuals who have a direct or indirect ownership interest of 25% or more in the subject entity, or who exercise legal control of the entity. Use additional sheets if needed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. I, the undersigned, do hereby swear or affirm that the information contained in this Certificate is true and complete to the best of my available knowledge. I further swear or affirm that, as of today, none of the individuals or entities listed in this Certificate are more than 90 days delinquent on the payment of any ad valorem property taxes due to the Macon-Bibb County Government. I understand that giving false, incomplete, or inaccurate information on this Certificate may result in the denial of any privilege the applicant is applying for, as well as the revocation of any privilege previously granted by Macon-Bibb County, and may constitute the crimes of false writing or false swearing, which carry a penalty of up to five years in prison and up to a \$1,000 fine.

\_\_\_\_\_  
Print and Sign Name

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: