

ELECTRONIC SUBMISSIONS GUIDE

For electronic submissions, our preferred file naming convention plan is provided below

FORMS

FORM NAME_PROJECT NAME	EXAMPLE
Conceptual Application and Authorization Form _Project Name	Concept Application_ City Hall Project
Rezoning Application and Authorization Form _Project Name	Rezoning Application_ City Hall Project
Narrative _Project Name	Narrative_ City Hall Project
Preliminary Plat _Project Name	Preliminary Plat_ City Hall Project
Final Plan _Project Name	Final Plat_ City Hall Project

If the project does not have a name, please use the physical address.

Ex. Final Plat_240 South Glynn

PLANS

(PROJECT NAME) - FORM NAME	EXAMPLE
Conceptual Plan _Project Name	Concept Site Plan_ City Hall Project
Property Survey Project Name	Boundary Survey_ City Hall Project
Development Plan _Project Name	Development Plans_ City Hall Project
Stormwater Management Report / Hydrology Study _Project Name	Stormwater Management Study_ City Hall Project
Other studies/reports _Project Name	Traffic Study_ City Hall Project

Additional Notes:

The development plans which include the engineering plans, landscape plans, property survey, demolition plans and building elevations, should be combined into a single PDF file called "Development Plans".

Resubmittal

For each resubmittal, put the number of the submittal at the end of every document that corresponds to that submittal.

Ex: Second submittal = Development Plans_City Hall Project_2nd Sub

CITY OF FAYETTEVILLE
MINOR PLAT APPLICATION AND AUTHORIZATION FORMS

PROJECT INFORMATION		
Project Name		
Project Address		
Type of Request		
PROPERTY OWNER INFORMATION		
Name		
Mailing Address		
Telephone		
Email		
APPLICANT INFORMATION (IF DIFFERENT FROM THE PROPERTY OWNER)		
Name		
Mailing Address		
Telephone		
Email		
PROPERTY OWNER'S AUTHORIZATION		
_____ (sign name) I affirm that I am the owner of the tract or parcels of land identified above and I will serve as the primary contact for this application _____ OR _____ I hereby designate _____ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application. If this relationship changes at any time prior to the completion of this project, it is my sole responsibility to notify the City of Fayetteville Community Development Department of said change in writing.		
ALL APPLICABLE ITEMS ARE DUE AT THE TIME OF SUBMISSION		
1	Minor Plat Application and Authorization form	☐
2	Minor Subdivision Plat	☐
3	Review Fees	☐
4	Project Statement	☐
5	Legal Description	☐
6	Water and Sewer Utility letters	☐
Email the completed applications and all required documents to planningdesk@fayetteville-ga.gov		

APPENDIX T

GENERAL INFORMATION																	
	The final plat shall be drawn clearly and legibly in black ink at a recommended scale of 1" = 10' to 1"=100'. The scale shall be stated as "1" inch to _ft. and shown graphically. If the complete plat cannot be shown on one sheet, then said plat shall be shown on several sheets with an index map indicated on each sheet. The recommended sheet size shall be 17" x 22" with a minimum character height of .08 inches. Plats recorded and filed at Fayette Superior Court must meet the standards of the "Georgia Plat Act". The Clerk of Superior Court can and will reject your document if it is not legible or does not meet Georgia Plat Standards.																
	Provide a name or title for all maps or plats. The name of the former subdivision, Deed Book and Page number shall be stated on all sheets, if applicable.																
	Provide the following: City, County, District, and Land Lot; Date of plat preparation and each individual revision of record.																
	The name of the land surveyor, registration number, and seal shall be affixed to the plat under the surveyor's signature.																
	Provide the name, phone, and address of the owner of record.																
	Provide the name and address of the sub-divider.																
	Provide a north arrow (state plane GA West) and graphic scale on all sheets.																
	Show all land lot lines, district lines, and city and county boundaries labeled appropriately with words and figures.																
	Provide distances and bearings on all boundary or lot lines.																
	Provide in the notes the reference for the angular bearings shown on the plat.																
	Provide a site location map and the course and distance to the nearest existing street intersections, benchmarks, or other recognized permanent monuments which shall be accurately described on the plat. Tract boundaries shall be determined by accurate survey in the field.																
	Provide a copy of the F.I.R.M. panel and the F.I.R.M. panel front cover on the plat. Show and label the location of the site.																
	Provide in the notes the total number of lots and acreage of the tract of land being subdivided.																
	Locate all fire hydrants.																
	Provide the zoning case number and all conditions of zoning on the plat and clearly indicate compliance with conditions showing all required natural buffers, landscape strips, and deceleration lanes on the plat. Provide adjacent properties' zoning classification.																
	Provide a typical lot detail to include minimum dwelling size, sidewalk location, proposed rights of way, setbacks, etc.																
	Provide the current zoning for the property or tract of land being platted and zoning case number (if any). The following data shall also be stated on the plat: <table> <tr> <td>Front Setback</td><td>_____ feet</td></tr> <tr> <td>Rear Setback</td><td>_____ feet</td></tr> <tr> <td>Side Setback</td><td>_____ feet</td></tr> <tr> <td>Minimum Heated Floor Area</td><td>_____ feet</td></tr> <tr> <td>Parking Space(s)/Dwelling Unit</td><td>_____ spaces</td></tr> <tr> <td>Minimum required Lot Area</td><td>_____ square feet</td></tr> <tr> <td>Minimum required Lot</td><td>_____ Frontage feet</td></tr> <tr> <td>Min. required Lot Width at Building Line</td><td>_____ feet</td></tr> </table>	Front Setback	_____ feet	Rear Setback	_____ feet	Side Setback	_____ feet	Minimum Heated Floor Area	_____ feet	Parking Space(s)/Dwelling Unit	_____ spaces	Minimum required Lot Area	_____ square feet	Minimum required Lot	_____ Frontage feet	Min. required Lot Width at Building Line	_____ feet
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Minimum required Lot	_____ Frontage feet																
Min. required Lot Width at Building Line	_____ feet																
	Access easements, fencing, and landscape strips at each stormwater management facility, as shown in the approved design.																

FINAL PLAT CHECKLIST (CONTINUED)

REQUIRED CERTIFICATIONS AND STATEMENTS					
Provide the closure precision of the survey data shown on the plat as follows: "This plat has been calculated for closure and is found to be accurate within one foot in _____ feet.					
FINAL PLAT APPROVAL The following government bodies have approved this map, plat, or plan for filing: Pursuant to the land subdivision ordinance of the City of Fayetteville, Georgia, all the requirements of approval have been fulfilled, this final plat was given approval by the Fayetteville City Engineer. _____ _____ City Engineer, Date					
If applicable, provide revision statement with signature block. Original approval signatures are needed for revisions.					
OWNER'S ACKNOWLEDGEMENT (this must be the owner of record signed in BLUE ink). Note: all dedications may not be applicable. OWNER'S ACKNOWLEDGEMENT: STATE OF GEORGIA (CITY OF FAYETTEVILLE) The owner of record of the land shown on this plat and whose name is subscribed thereto in person or through a duly authorized agent, hereby acknowledges that this plat was made from an actual survey, and dedicates to Fayette County or the City of Fayetteville, as noted below, the complete ownership and use of all improvements constructed or to be constructed in accordance with this plat, and dedicates to the use of the public forever the following: To Fayette County a. Public Water Easements _____ acres To the City of Fayetteville b. Public Street Right-of-Way _____ acres in fee c. Drainage structures within the Right-of-Way _____ acres d. Public Parks _____ acres e. Public Access/Pedestrian Easements _____ acres f. Public Sewer/Water Easements _____ acres Typed Name of Subdivider Typed Name of Owner of Record Signature of Subdivider Signature of Owner of Record Date Date					
FLOOD HAZARD The 100-year Flood area shown herein were determined by the Professional Engineer whose stamp and signature are affixed hereto. The City of Fayetteville does not, by approving this plat, warrant their accuracy, and does not imply that land outside the areas of flood hazard shown will be free from flooding or flood damage. Further, the City of Fayetteville does not by approving this plat nor accepting the public improvements therein, assumes maintenance of the flood carrying capacity of the flood areas or watercourses. Maintenance shall remain the responsibility of the owner(s) of the land upon which they exist. The owner of a lot or parcel that contains a flood hazard area is required to submit a site plan to the City of Fayetteville prior to the initiation of any improvements to the lot or parcel. The site plan shall include the location and elevation of the elevation of 100-year flood within the lot or parcel and the existing and proposed improvements. Approval of the site plan by the City of Fayetteville is required prior to the issuance of a building permit					

FINAL PLAT CHECKLIST (CONTINUED)

	DRAINAGE The owner of record on behalf of himself (itself) and all successors in interest specifically releases the City of Fayetteville from any and all liability and responsibility for flooding or erosion from storm drains or from flooding from high water of natural creeks, river, or drainage features. A drainage easement is hereby established for the sole purpose of providing for the emergency protection of the free flow of surface waters along all watercourses as established by these Regulations and the Director of the Department of Public Services. Said Director may conduct emergency maintenance operations within this easement where emergency conditions exist. Emergency maintenance shall be the removal of trees and other debris, excavation, filling and the like, necessary to remedy a condition, which in the judgment of staff and Director, is potentially injurious to life, property, or the public road or utility system. Such emergency maintenance conducted for the common good shall not be construed as constituting a continuing maintenance obligation on the part of the City of Fayetteville nor abrogation of the City of Fayetteville right to seek reimbursement for expenses from the owner(s) of the property (ies) or the lands that generated the conditions. NOTE: Stream Buffers are to remain in a natural and undisturbed condition. NOTE: Structures are not allowed in drainage easements
	THE CERTIFICATE OF RECORDING Certification as to Recording This is to certify that this plat has been recorded in Plat Book _____ Page _____ of Fayette County Recorded on _____ 20 ____. Clerk, Superior Court Fayette County, Georgia
	Include the following statement under the F.I.R.M. panel: "According to the F.I.R.M of Fayette County, panel number _____, dated _____, a portion of this property(is) or (is not) located in a Special Flood Hazard Area."
	Add this note to plat: "City of Fayetteville and Fayette County personnel and/or agents shall have free and total access to and across all easements."
	All sidewalks shall be built by the builder(s) prior to issuance of the Certificate of Occupancy for said lot. All sidewalks located on common areas shall be built by the Developer before approval of the Final Plat.
	The maintenance and ownership of the stormwater maintenance pond(s), open space and drainage easements are to be performed by the Homeowners Association. Signed stormwater maintenance agreements shall be recorded and filed with the city.