Application # _____

City of Fort Valley

PLANNING AND ZONING
MINOR PLAT APPLICATION FOR PEACH COUNTY

Note: The applicant must complete this and all attached forms. Failure to complete them will result in the refusal of the application. The Department has up to five (5) working days to review all applications submitted for sufficiency. If the application is found insufficient, an agenda date will not be set until the required information is submitted.

Applicant	Property Owner
_____	_____
_____	_____
_____	_____
Phone: _____	Phone: _____
E-Mail: _____	E-Mail: _____

Existing Zoning District: _____

Proposed Zoning District: _____

Existing Use of Property: _____

Proposed Use: _____

Tax Map/Parcel Number _____ Acreage: _____

Location of Property (for legal ad): _____
_____
_____
_____

I hereby certify that the above information and all attached information are true and correct.

Signature: _____ Date: _____

Application Withdraw:
I hereby withdraw the application. Signature: _____ Date: _____

Staff Use Only

Application Date: _____	Taken by: _____
Tentative City Council Date:_____	Fee: $300.00
Fee Payment Received: _____	Payment Taken By: _____

Application # _____

City of Fort Valley

SUBMITTAL REQUIREMENTS AND APPROVAL PROCEDURES

The following procedures shall be followed when submitting plats for a subdivision/recombination:

1) The subdivider shall meet with the zoning administrator to review a sketch plat of the proposed subdivision and upon receiving approval by the zoning administrator:
   a) The applicant shall submit a completed application, digital copy of proposed plat and pay appropriate fees.
   b) The zoning administrator shall review the plat for approval or denial within thirty (30) days.
   c) The approved plat shall be stamped and one copy returned to the subdivider.
   d) Development plans and application for land disturbance permit must be submitted prior to the start of land disturbing activities. Requirements for submission are in the Land Disturbance Application.

PLAT CONTENT REQUIREMENTS

1) Sheet size shall be 12 inches by 16 inches, if required.
2) Prepare at a scale of one inch equals 100 feet or larger.
3) Name of subdivision, if applicable.
4) Name, address, telephone number and email address of subdivider/applicant.
5) Date of survey, date of plat drawing, and revision dates, graphic scale; north arrow with reference of bearing to magnetic, true or grid north; the longitude and latitude and state plan coordinates; and mean sea level datum.
6) Location of tract (land district and and land lot) and acreage.
7) Exact boundary lines of the tract, to be indicated by a heavy line, giving distance to the nearest one-hundreth foot and bearings to the nearest second.
8) Exact location, right-of-way, widths, and names of all streets and alleys within and immediately adjoining the plat.
9) Lot lines with dimension to the nearest one-hundreth foot.
10) Building setback lines with dimension on each lot.
11) 911 address of each lot.
12) Square footage of each lot.
13) Location, dimensions, and purpose of easements, public service utility right-of-ways.
14) FEMA map panel and number with note stating the site is out of the flood plain.
15) Indicate type of water and sewer services provided on the plat.
16) Final plat signed and sealed by a registered land surveyor licensed to practice in the state.
17) Signature block for Zoning Administrator.
18) Additional requirements as applicable in accordance with County ordinances.

STAFF RECOMMENDATION: [ ] APPROVE [ ] DENY

REASON: _____

_____

_____

_____

_____

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