

**Project Application**

City of Waynesboro  
 Planning & Development Department  
 615 N. Liberty Street, Waynesboro GA 30830  
 Phone: 706.554.8006



**Project Information - Required**

Submittal Type:  Preliminary Plat, Concept/ Sketch Plan     Construction Plan     Final Plat

Subdivision Type:     MINOR SUBDIVISION                       MAJOR SUBDIVISION  
 (Four or Less lots) # of Lots:                      (Four or More lots) # of Lots:

Project/Development Name:

Project Address:

Existing Use:	Proposed Use:		
Existing Zoning:	Proposed Zoning:	Zoning Amendment Requested? <input type="checkbox"/> N/A or <input type="checkbox"/> YES, Attach Form	
Map & Parcel(s):	Total Disturbed Acres:	Legal Description of Property: <input type="checkbox"/> Attached	

Type of Project:            Single family            Multi-family            Apartments            Duplex            Townhomes  
 (circle all that apply)    PUD  
 Other (Specify):

Description of Project:

Other than required standard improvements for a subdivision, such as paved roadways, signage, drainage facilities etc., indicate or list any other infrastructure or amenities that will be incorporated into the development:

Municipal:  
 Water \_\_\_\_\_ Sewer \_\_\_\_\_ Gas \_\_\_\_\_ Garbage Pickup \_\_\_\_\_ Tree/limb pickup \_\_\_\_\_ Other: \_\_\_\_\_

Guard gate \_\_\_\_\_ Sidewalks \_\_\_\_\_ Greenspace \_\_\_\_\_ Recreation areas \_\_\_\_\_ Covenants \_\_\_\_\_ HOA \_\_\_\_\_

\*Attach information on covenant and HOA if applicable

If Development is to be phased, describe the expected stages and the anticipated start and completion dates for each phase:

Phase 1:

Phase 2:

Phase 3:

How will the development be divided?

Total Number of Lots \_\_\_\_\_ How many: Single Family Lots \_\_\_\_\_ Other: \_\_\_\_\_

Multi Family Lots: \_\_\_\_\_ Amount of Units \_\_\_\_\_ Type of units \_\_\_\_\_ (describe below)

<b>Property Owner(s) (if different than applicant)</b>				
Name:			Phone:	
Mailing Address:			Alt Phone:	
City:	State:	Zip:	Email Address:	
Signature:			Date:	
<b>Professional Engineering Firm/Architectural Firm/ Surveyor</b>				
Engineer/Firm:			Phone/ Contact:	
Architect:			Phone/ Contact:	
Surveyor:			Phone/ Contact:	

**CONSTRUCTION**

<b>General Contractor:</b> <input type="checkbox"/> Local License <input type="checkbox"/> State License <input type="checkbox"/> COI				
Name:			Phone:	
Mailing Address:			Alt Phone:	
City:	State:	Zip:	Email Address:	

<b>Electrical Contractor:</b> <input type="checkbox"/> Local License <input type="checkbox"/> State License <input type="checkbox"/> COI				
Name:			Phone:	
Mailing Address:			Alt Phone:	
City:	State:	Zip:	Email Address:	

<b>Plumbing Contractor:</b> <input type="checkbox"/> Local License <input type="checkbox"/> State License <input type="checkbox"/> COI				
Name:			Phone:	
Mailing Address:			Alt Phone:	
City:	State:	Zip:	Email Address:	

<b>Mechanical Contractor:</b> <input type="checkbox"/> Local License <input type="checkbox"/> State License <input type="checkbox"/> COI				
Name:			Phone:	
Street Address:			Alt Phone:	
City:	State:	Zip:	Email Address:	

<b>Preferred Contact Information</b>				
Name:			Phone:	
Street Address:			Email Address:	

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### MINOR SUBDIVISION APPLICATION CHECKLIST (FOUR OR LESS LOTS)

- Pre-application review with staff prior to construction plan approval
  - o Date of Meeting \_\_\_\_\_
- Application form completed
- 4 copies of plat
- Filing fee paid Amount \_\_\_\_\_
- Description of type of water supply and sewerage system and utilities to be provided
- Soil test for each lot proposed
- Hydrological or other engineering study (Per City Engineer)
- Owner's Certificate of title
- Deed for Property and Existing Surveys
- Proof of Taxes Paid
- Plat Certificates

Approval By: \_\_\_\_\_ Title: \_\_\_\_\_

Conditions of approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMENT SUBMITTAL SECTION (for City Staff Use)**

Zoning \_\_\_\_\_

Building Inspector \_\_\_\_\_

Public Works \_\_\_\_\_

Water \_\_\_\_\_

Fire/Life Safety \_\_\_\_\_

Gas \_\_\_\_\_

Sewer \_\_\_\_\_

Engineer \_\_\_\_\_



## MAJOR SUBDIVISION APPLICATION CHECKLIST FOR: PRELIMINARY PLAT APPROVAL

- Pre-application review with staff
  - o Date/Time of Meeting \_\_\_\_\_
- Subdivision Application form completed
- Letter requesting approval with name, address, and phone number of owner(s)
- 8 copies of plat
- Checklist with all appropriate information
- Filing fee Paid Amount \_\_\_\_\_
- Description of type of water supply and sewerage system and utilities to be provided
- Soil test for each lot proposed for onsite septic tank and drain field
- Data on existing conditions
- Owner's Certificate of Title/Deed for Property and Existing Surveys
- Proof of Taxes Paid
- Plat Certificates

Planning Commission  Approved Pre-Plat  Denied Pre-Plat Date:

City Council  Approved Pre-Plat  Denied Pre-Plat Date:

*(If preliminary plat application is denied, applicant must wait 1 year to re-submit an application for same property)*

Conditions of approval: \_\_\_\_\_

### COMMENT SUBMITTAL SECTION (for City Staff Use)

Zoning \_\_\_\_\_

Building Inspector \_\_\_\_\_

Public Works \_\_\_\_\_

Water \_\_\_\_\_

Fire/Life Safety \_\_\_\_\_

Gas \_\_\_\_\_

Sewer \_\_\_\_\_

Engineer \_\_\_\_\_



## **Preliminary Plat Required Information**

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- Scale (minimum) 1'=100 feet
- Sheet size (maximum) 24"x 36"
- North arrow and graphic engineering scale
- Reference to north point (magnetic, true north, or grid north)
- Proposed name of subdivision or project and phases, if any
- Location & Vicinity map
- Total acreage of the property being subdivided
- Proposed Use
- Name, address & telephone number of owners of record
- Name, address & phone address of subdivider
- Name, address and telephone of each professional firm associated with the plans (engineer, surveyor, architect)
- Date of plat drawing and revision date(s), if any
- Exact boundaries of the perimeter of the tract to be subdivided by bearings and distances, tied to one or more benchmarks
- Names of owners of record of all abutting land with deed references
- Municipal and County jurisdictional lines and land lot lines inside the property or within 500 feet.
- Existing buildings and structures on or encroaching on the tract to be subdivided
- Existing streets, utilities and easements on and adjacent to the tract
- Environmental conditions (streams, wetlands, watershed protection districts, flood hazard areas, river corridor boundaries, etc.)
- Approximate Dimensions and acreage of all lots
- Locations of streets, alleys, lots, open spaces, and any public use reservations and/or common areas
- Right-of-way widths and pavement widths for existing and proposed streets
- Directional flow arrows for street drainage
- Locations, widths and purposes of easements
- Acreage to be dedicated to the public
- Street names (Recommended)
- Topography (contour lines based on sea level datum)
- Minimum front building setback lines for all lots
- Signature block for Planning & Zoning Commission approval
- Schedule of construction for all proposed projects with particular attention to development planned for the first year



## MAJOR SUBDIVISION APPLICATION CHECKLIST: CONSTRUCTION PLANS APPROVAL

- Preliminary plat approval **within one year** of Construction plans submittal
  - o Date: \_\_\_\_\_
- (If submittal is not within one year of Preliminary plat approval, (option A or B below must apply)
  - o **A.** Activity towards improvements of the land has been initiated
  - o **B.** Approval of an extension of time has been granted by the Director
- If project requires no preliminary plat approval, Pre-application review with staff is required
  - o Date/Time of Meeting \_\_\_\_\_
- Application form completed
- 8 copies of plat
- Checklist with all appropriate information
- Filing fee Paid Amount \_\_\_\_\_
- Description of type of water supply and sewerage system and utilities to be provided
- Soil test for each lot proposed for onsite septic tank and drain field
- Hydrological or other engineering study
- Subdivision entrance monument and landscaping elevation/plan (prepared by a landscape architect)

Conditions of approval: \_\_\_\_\_

\_\_\_\_\_

### COMMENT SUBMITTAL SECTION (for City Staff Use)

Zoning \_\_\_\_\_

Building Inspector \_\_\_\_\_

Public Works \_\_\_\_\_

Water \_\_\_\_\_

Fire/Life Safety \_\_\_\_\_

Gas \_\_\_\_\_

Sewer \_\_\_\_\_

Engineer \_\_\_\_\_



## **Construction Plans Required Information**

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- Scale (minimum) 1'=100 feet
- Sheet size (maximum) 24"x 36"
- North arrow and graphic engineering scale
- Reference to north point (magnetic, true north, or grid north)
- Proposed name of subdivision or project and phases, if any
- Location & Vicinity map
- Total acreage of the property being subdivided
- Proposed Use
- Name, address & telephone number of owners of record
- Name, address & phone address of subdivider
- Name, address and telephone of each professional firm associated with the plans (engineer, surveyor, architect)
- Date of plat drawing and revision date(s), if any
- Exact boundaries of the perimeter of the tract to be subdivided by bearings and distances, tied to one or more benchmarks
- Names of owners of record of all abutting land with deed references
- Municipal and County jurisdictional lines and land lot lines inside the property or within 500 feet.
- Existing buildings and structures on or encroaching on the tract to be subdivided
- Existing streets, utilities and easements on and adjacent to the tract
- Environmental conditions (streams, wetlands, watershed protection districts, flood hazard areas, river corridor boundaries, etc.)
- Approximate Dimensions and acreage of all lots
- Locations of streets, alleys, lots, open spaces, and any public use reservations and/or common areas
- Right-of-way widths and pavement widths for existing and proposed streets
- Locations, widths and purposes of easements
- Street centerlines showing angles of deflection, angles of intersection, radii, and lengths of tangents and arcs, and degree of curvature and curve data
- Street Names **(Required)**
- Topography (contour lines based on sea level datum)
- Minimum front building setback lines for all lots
- Statement of and reference to private covenants
- Schedule of construction for all proposed projects with particular attention to development planned for the first year



## MAJOR SUBDIVISION APPLICATION CHECKLIST: FINAL PLAT APPROVAL

- Date of Preliminary Plat approval: \_\_\_\_\_
- Date of Construction Plan approval: \_\_\_\_\_
- Application form completed
- 8 copies of plat
- Checklist with all appropriate information
- Filing fee Paid    Amount \_\_\_\_\_
- Description of type of water supply and sewerage system and utilities to be provided
- Soil test for each lot proposed for onsite septic tank and drain field
- Warranty deed for the dedication of streets and other public places
- Written approval from electric utility company regarding installation of service points and street lights
- As-built drawings of public improvements
- Subdivision improvement guarantee
- Owner's Certificate of Title/Deed for Property and Existing Surveys
- Proof of Taxes Paid
- Plat Certificates

Conditions of approval: \_\_\_\_\_

\_\_\_\_\_

### COMMENT SUBMITTAL SECTION (for City Staff Use)

Zoning \_\_\_\_\_

Building Inspector \_\_\_\_\_

Public Works \_\_\_\_\_

Water \_\_\_\_\_

Fire/Life Safety \_\_\_\_\_

Gas \_\_\_\_\_

Sewer \_\_\_\_\_

Engineer \_\_\_\_\_

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## Final Plat Required Information

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- Scale (minimum) 1'=100 feet
- Sheet size (maximum) **18"x 22"**
- North arrow and graphic engineering scale
- Reference to north point (magnetic, true north, or grid north)
- Proposed name of subdivision or project and phases, if any
- Location & Vicinity map
- Total acreage of the property being subdivided
- Proposed Use
- Name, address & telephone number of owners of record
- Name, address & phone address of developer
- Name, address and telephone of each professional firm associated with the plans (engineer, surveyor, architect)
- Date of plat drawing and revision date(s), if any
- Exact boundaries of the perimeter of the tract to be subdivided by bearings and distances, tied to one or more benchmarks
- Names of owners of record of all abutting land with deed references
- Municipal and County jurisdictional lines and land lot lines inside the property or within 500 feet.
- Existing streets, utilities and easements on and adjacent to the tract
- Environmental conditions (streams, wetlands, watershed protection districts, flood hazard areas, river corridor boundaries, etc.)
- Block boundaries lettered and each lot numbered consecutively counterclockwise without repetition
- EXACT** Dimensions and acreage of all lots
- Locations of streets, alleys, lots, open spaces, and any public use reservations and/or common areas
- Right-of-way widths and pavement widths for existing and proposed streets
- Street centerlines showing angles of deflection, angles of intersection, radii, and lengths of tangents and arcs, and degree of curvature and curve data
- Locations, widths and purposes of easements
- Acreage to be dedicated to the public
- Street names
- Street mailing address for each lot ( assigned by Chief of City Fire Department)
- Minimum front building setback lines for all lots
- Location and description of all monuments
- Certificate of ownership and dedication
- Plat recording and signature block
- Signature block for Planning & Zoning Commission approval
- Land surveyor's stamp, certificate, signature, including field survey and closure statement
- Statement of and reference to private covenants

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