



PLANNING, ZONING, AND BUILDING INSPECTION DEPARTMENT

1034 Silver Drive, Suite 103
Greensboro, Georgia 30642

Telephone (706) 453-3333
Fax (706)453-2579

www.greenecountyga.gov

Application for Preliminary Plat Submittal

Name of Applicant: _____ Telephone No. _____
 Mailing Address: _____
 Name of Property Owner: _____ Telephone No. _____
 Property Address: _____
 Tax Map(s) & Parcel(s) Number _____ Acres: _____
 Design Professional: _____ Email: _____ Telephone No. _____

The Preliminary plat shall represent the entire area, which the developer contemplates developing, including possible unit divisions not scheduled for immediate development. Copies of the preliminary Plat shall be transmitted by the appropriate County agency.

Attach the following documents:

1. Written legal description of the property (e.g., copy of deed)
2. Eight (8) hard copies and one (1) pdf and/or CD/USB of plat prepared by a licensed surveyor – see following pages for content required or visit hyperlink [Preliminary Plat](#).
3. If property owner is not the same as the applicant, Authorization by Property owner form
4. Filing fee of \$550.00 payable to the Greene County Board of Commissioners

I hereby authorize the staff of the Greene County Board of Commissioners to inspect the premises of the above describe property. I hereby depose and state that all statements herein and attached statements submitted are true and correct to the best of my knowledge and belief. **Applicant's signature:** _____ **Date:** _____

Sworn to and subscribed before me _____ **this** _____ **day of** _____, _____

Notary Public, _____ **County, GA.**

Notary Signature

MISSION STATEMENT: The mission for the Department of Building and Zoning is to provide services of the highest quality in the area of water pollution control, fire protection, building inspections and code enforcement in order to contribute to the physical, social and economic growth and providing safety within the build environment of Greene County.



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Disclosure of Campaign Contributions and Gifts

Reference: Application filed on _____ for Preliminary Plat of real property described as follows:

All individuals and business entities having a property interest in above said property are as follows:

Within the two years preceding the above filing date, the applicant has made campaign contributions aggregating \$250.00 or more or made gifts having the aggregate value of \$250.00 or more to each member of the Planning Commission or the Greene County Board of Commissioners listed below.

List below (1) the name of the Commission or Commission Member, (2) dollar amount and date of each such campaign contribution, and (3) an enumeration and description of each such gift having a value of \$ 250.00 or more.

I hereby depose and say that all statements herein are true, correct and complete to the best of my knowledge and belief. Applicant's signature: _____ Date: _____

Sworn to and subscribed before me _____ this ____ day of _____, _____

Notary Public, _____ County.

Notary Signature

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Authorization of Property Owner (s)

Application for Preliminary Plat

I swear (I am) (we are) the owner(s) of the property which is the subject matter of the attached application, as is shown in the records of Greene County, Georgia.

I authorize the person named below to act as applicant for the rezoning of this property.

Name of the Applicant _____

Address _____

Telephone Number _____

Signature of Owner

Signature of Owner

Sworn to and subscribed before me _____ this _____ day of _____, _____

Notary Public, _____ County, GA.

Notary Signature

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Sec. 5.1 - Preliminary plat.

The preliminary plat shall represent the entire area, which the developer contemplates developing, including possible unit divisions not scheduled for immediate development. Copies of the preliminary plat shall be transmitted by the developer to the appropriate county agency.

The preliminary plat shall be prepared by a licensed land surveyor, registered professional engineer or licensed landscape architect and includes as a minimum the following:

1. *Content.* The preliminary plat, submitted to the planning and zoning commission shall be in ink on a reproducible medium, prepared in accordance with acceptable professional standards. The submittal copies shall consist of black-line prints or blue-line prints on a white background, and the submittal shall include such documents as necessary to meet the requirements of these regulations. If the preliminary plat is prepared by a registered professional engineer, reference must be made to the legal survey of the parcel. If the preliminary plat is not certified by a licensed land surveyor, a copy of a plat of the legal survey must be attached. The preliminary plat shall be prepared at a scale of one inch equals 100 feet or larger for a subdivision with a maximum lot size of five acres or smaller. For subdivisions with any lots exceeding five acres in area, the plat shall be prepared at a scale that will show each lot in its entirety on one single page of the plat. Any scale selected must be such as to clearly delineate setbacks, easements, rights-of-way and other required features of the drawing. Text size shall be no smaller than 0.08 inch in height and drawn to an accepted engineering scale. The drawings will be prepared on media no larger than 24 inches by 36 inches. If the entire preliminary plat cannot be depicted on one sheet, the plat may be divided and an index provided.
2. The preliminary plat shall contain the following information:
 - a. Name of subdivision.
 - b. Names and right-of-way width of all proposed streets.
 - c. Name, address and telephone number of the owner or owners of the land to be subdivided and the name, address and telephone number of the developer.
 - d. The seal, name, and address of the licensed land surveyor or registered professional engineer.
 - e. Date, graphic scale, numeric scale, north arrow and space for revisions.
 - f. Vicinity map indicating streets and highways, railroads and other significant features within, or adjacent to the proposed subdivision.
 - g. Proposed use of property to be subdivided.
 - h. Total acreage, outlet acreage if applicable and the acreage of the smallest lot.

- i. Present zoning of subject property and adjacent properties.
- j. The location of property with respect to surrounding streets, and the names of adjoining developments.
- k. The location and dimensions of all boundary lines of the property to be expressed in feet.
- l. Unit divisions if known or staged development if proposed by the developer.
- m. Contour lines at intervals not to exceed two feet, based on mean sea level datum. The basis for development of contour lines shall be indicated on the plat.
- n. The approximate location and sizes of existing sewers, water mains, drainage or other underground structures within, and immediately adjacent to the subject property.
- o. The location of existing and proposed streets, easements, water bodies, flood hazard areas and flooding, streams and other pertinent features such as swamps, railroads, building parks, cemeteries, drainage ditches, bridges and rock outcrops.
- p. Reference points from proposed intersections to permanent features.
- q. The location and scaled dimensions of all proposed or existing lots. The minimum front yard setback on all lots and side lot setback for corner lots.
- r. The location and scaled dimensions and acreage of all property proposed to be set aside for park or playground use, or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
- s. All maps or plats shall show the direction and distance from a point of reference to a point on the boundary of the individual survey, and such additional data as may be required to relocate the boundary point from the point of reference with the same degree of accuracy required of the parcel surveyed. The point of reference shall be an established, monumental position that can be identified or relocated from maps, plats, or other documents on public record.
- t. Blocks shall be lettered in alphabetical order. Blocks in numbered additions to the subdivision bearing the same name shall be lettered consecutively throughout the several additions.
- u. All lots in each block shall be consecutively numbered in a logical sequence.
- v. List of proposed utilities to be located underground.
- w. A statement of the proposed method of water supply, major drainage provisions, detention areas, and proposed sewage disposal plans. If the development is to utilize a private sewer system, all information required by the health department shall be provided.

- x. The total number of units if not a single-family subdivision.
- y. All required setback lines for all parcels.
- z. The lack of information under any item specified herein, or improper information supplied by the applicant, shall be cause of disapproval of a preliminary plat. Note: This is a temporary plat and shall not be used for final recording.

(Ord. of 8-8-2017)