



Minor Subdivision or Combination Plat Submittal Application

Date: _____ Development Name: _____ Project Number: _____ (staff)

Use: _____ Zoning: _____ Bldg SF/Units: _____ Site Location: _____

Acreage: _____ District: _____ Section: _____ Land Lot: _____ Parcel ID Number(s): _____

Review Type:

- Minor (or Combination) Plat:** \$400: 2 Full Size Plats Required for Review
- Plat Revision:** \$400: 2 Full Size Plan Sets Required for Review

Owner & Surveyor Contact Information:

Owner Information

Name: _____

Address: _____

Phone: _____

Email: _____

Check if Recipient of Comments

Surveyor Information

Name: _____

Address: _____

Phone: _____

Email: _____

Check if Recipient of Comments



Procedures & Guidelines

When to Submit as a Minor Subdivision Plat

A minor subdivision plat allows for the division of a tract or parcel of land into not more than four (4) lots and does not dedicate or offer for dedication any new streets or require construction of any private road for access to any lots and does not require extension of sanitary sewer, stormwater or water mains to service lots.

Submittal

Submit the above application, two (2) hard copies of the plat, and the review fee to begin the review. The Community Development Department maintains a ten (10) business day review period with each initial and subsequent submittal. The Director or their representative shall not sign the plat until all requirements of the Unified Development Code and other applicable regulations have been met.

Upon the signature of the plat by the Community Development Department, the owner shall be responsible for recording the approved plat with Fulton County Superior Court. The maximum sheet size shall not exceed 42" X 30", while the minimum sheet size shall be 17" X 22".

After recording the plat, the owner shall be responsible for providing two (2) recorded hard copies of the plat, as well as CAD and PDF files for the plat via CD, USB or other digital media.

Review Checklist

- _____ 1. Name of the subdivision, unit number and street names.
- _____ 2. Name, address and phone number of owner of record.
- _____ 3. Name, address and phone number of each professional firm associated with the portion of the final plat (engineers, surveyors, etc.).
- _____ 4. Site acreage.
- _____ 5. Case numbers and conditions for zoning actions affecting the site, including rezoning, master plans, variances and conditional use permits.
- _____ 6. Date of drawing, graphic scale, north point, notation as to the reference or bearings to magnetic, true or grid north and indication whether bearings shown are calculated from angles turned.



- _____ 7. Land District, Land Section and Land Lot.
- _____ 8. Name of the former subdivision, if any, or of the entire plat if it has been previously subdivided.
- _____ 9. Location map.
- _____ 10. Courses and distances to the nearest Fulton County GIS monument.
- _____ 11. Boundary lines of the property, to be indicated by a heavy line, giving distances to the nearest one hundredth (1/100) foot and bearing to the nearest second, which shall be balanced and closed with an error of closure not to exceed one (1) to ten thousand (10,000). The error of closure shall be stated.
- _____ 12. City and Fulton County political boundary lines accurately tied to the lines of the property by distance and angles when such lines traverse the subdivision.
- _____ 13. Locations, widths and names of all streets and alleys within and immediately adjoining the final subdivision plat, address numbers, the location and widths of all public crosswalks, sidewalks, greenway trails and other public rights of way.
- _____ 14. Lot lines with dimensions to the nearest one-tenth (1/10) foot, and bearing to the nearest second radii of rounded corners, as necessary to describe each lot.
- _____ 15. Front and rear setback lines with dimensions.
- _____ 16. Location of any buffer, landscape strip, greenway easements, no access easements, etc.
- _____ 17. Lots or sites numbered in numerical order and blocks lettered alphabetically.
- _____ 18. Location and size of all drainage structures; location, dimension and purpose of an easements, including slope easements, public and private service utility right of way lines; fire hydrants and water mains.
- _____ 19. Accurate location, material and description of monuments and markers. Monuments to be placed prior to approval of the Plat.
- _____ 20. Extent of the 100-year floodplain and a floodplain chart showing the area within and outside the floodplain for each lot containing any portion of the 100-year floodplain.



- _____ 21. The information required by the current Georgia Recording of Maps, Plats, etc., by Clerks of Superior Court.
- _____ 22. All other applicable notes and notations as may be required by the Director.
- _____ 23. Each minor subdivision (or combination) plat shall carry the following certificates printed or stamped on the plat.

A. *Surveyor's Certificate.* It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision; that all monuments shown thereon actually exist or are marked as "future" and will be placed during construction of the improvements shown on this plat; and their location, size, type and material are correctly shown.

By: _____
Registered Georgia Land Surveyor Survey No.: _____
Date: _____

B. *Owner's Certificate of Dedication and Acknowledgement.*

STATE OF GEORGIA
COUNTY OF FULTON

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 subdivision plat was made from an actual survey, and that there are no public dedications on this property.

Subdivider: _____
Date: _____
Owner: _____
Date: _____

C. *Certificate of Minor Subdivision Plat Approval.* The Community Development Department of the City of Alpharetta, Georgia certifies that this plat complies with all requirements of the Alpharetta Unified Development Code including Zoning Requirements.

Community Development: _____
Date: _____