

CITY OF ALPHARETTA PRELIMINARY PLAT

(Applies to Residential and Non-Residential Subdivisions that are not part of an approved master plan.)

APPROVAL PROCEDURE

- Application for preliminary plat approval shall be submitted to the Community Development Department. The application shall include:
 - 1) The application in the form furnished by the Community Development Department, requesting review for preliminary plat approval.
 - 2) 4 copies of the preliminary plat showing the entire ownership drawn to the preliminary subdivision plat specifications of this Ordinance.
 - 3) Payment of all preliminary plat application and review fees.

- Community Development will provide staff comments 10 days following the application.

- The applicant will address all comments and schedule an appointment for final review and approval from the Community Development Department.

STANDARDS FOR APPROVAL

- (1) The Preliminary Plat shall be clear and legible at a scale of not greater than one hundred (100) feet to one (1) inch. The recommended maximum dimensions of the sheet size is 48 inches by 36 inches and the minimum dimensions of 17 inches by 22 inches.

- (2) The proposed name of the subdivision and proposed street names shall not duplicate or too closely approximate, phonetically, the name of any other subdivision or street in the City or Fulton County. If shown to the contrary, the Director may refuse to accept such subdivision and street names. Names having historic significance to the City by virtue of their association to events, individuals, local industries, or natural features should be used to the greatest extent possible.

Community Development

PROJECT NAME:

DATE:

LDP #:

PAGES:

1. Proposed project name.
2. Project description including total acreage, proposed use, proposed number of lots, lot size, proposed density and other relevant zoning conditions and regulations in tabular form.
3. For multi-family and non-residential developments, the approximate location of all buildings, parking, buffers, detention areas and driveways.
4. For multi-family and non-residential development in tabular form, project description including the gross square footage of building floor area, parking summary, building height and other relevant zoning conditions.
5. Name, address, and 24-hour telephone number of owner.
6. Name, address and telephone number of the plat preparer.
7. Date of survey, north point and graphic scale, and source of datum.
8. Location (Land District, Land Section, and Land Lot).
9. Exact boundary lines of the property tract indicated by a heavy line giving lengths and bearings. The boundary lines shall include the entire property to be subdivided eventually and data as required herein shall apply to the entire property.
10. Topographic contour lines based on sea level datum shall be drawn at intervals of not greater than five (5) feet. Topographic contour lines shall be based on field surveys or photogrammetric methods from aerial photographs. The source and date for the topographic data shown shall be specified.
11. Natural features within the property proposed for the preliminary subdivision plat approval shall be shown, including drainage channels, bodies of water, wooded area, and other significant features. On all water courses leaving the property, the direction of flow shall be indicated, and for all water courses entering the property, the direction and acreage of the drainage area above the point of entry shall be noted. The 100-year floodplain shall be outlined.
12. Cultural features within and adjacent to the property including right-of-way and pavement widths, and names of existing and platted streets, all easements, City and county political boundary lines, and other significant information. Location and dimensions of bridges, utility lines and structures, buildings, culverts, and other features shall also be indicated.
13. The proposed subdivision layout including lot lines with lot dimensions, lot numbers, block letters, street and alley right-of-way lines with names or letter designations for proposed street names, right-of-way widths, street centerline data, sites identified and reserved through covenants, easement dedications for public and private uses, and sites for single-family dwellings, for non-residential uses, and for multi-family dwellings.
14. The proposed phasing of the subdivision development activity.

- 15. The provision for sanitary sewage disposal, storm water drainage, and flood control, or the location and results of percolation tests for septic lots.
- 16. All of the ownership in direct or indirect control of the owner included within the boundaries of the preliminary subdivision plat.
- 17. The source of domestic water supply.
- 18. Approval from the Fulton County Development Services Department for appropriate utilities.

19. Certification

I hereby certify that this proposed preliminary plat correctly represents data compiled or verified through a survey completed by me on _____, 19____, of property shown and described hereon.

By: _____

Registered Land Surveyor's No. _____ Date _____

20. Preliminary subdivision plat approval.

All requirements of the Alpharetta Zoning ordinance & subdivision Regulations relative to the preparation and submittal of a preliminary plat having been fulfilled, approval of this plat is hereby granted, subject to further provisions of said Ordinance. This preliminary plat approval shall expire twelve (12) months from the date of approval provided a Land Disturbance Permit is not issued.

Community Development Department

_____ Date

Engineering Department

_____ Date



PRELIMINARY PLAT ENGINEERING DESIGN CHECKLIST

PP # _____		
1 st Review _____	2 nd Review _____	Date Approved _____
Project Name _____	Project Location _____	
Reviewer <u>Robert Stachler</u> (678) 297-6218	Designer _____	
Contact _____	Phone _____	Fax _____
<i>* This section to be filled in by City of Alpharetta Engineering Department</i>		

STANDARD SUBMISSION REQUIREMENTS

Provide this completed checklist signed, dated, sealed and certified by a Professional Engineer in the State of Georgia. *Community Development will forward this checklist to the Engineering / Public Works Department.*

9 Denotes no action required

X Or underline denotes action required

N/A Denotes not applicable to this project

I, the undersigned, hereby certify that I am a Professional Engineer in the State of Georgia and that each element of this checklist was considered and addressed in accordance with all applicable regulations, codes, standards, guidelines, ordinances, and policies.

Signature and Seal of Applicant

Submission of this checklist does not relieve the applicant from his/her responsibility to comply with all applicable regulations, codes, standards, guidelines, ordinances, and policies.

The Department of Engineering / Public Works reserves the right to revise this checklist periodically as the need arises.

PLAT REQUIREMENTS

- A. _____ Vicinity Map
 - 1. _____ Scale
 - 2. _____ Site perimeter outlined and labeled (hatching to distinguish site)
 - 3. _____ Street names
 - 4. _____ North Arrow
- B. _____ Title Block
 - 1. _____ Name of project / subdivision
 - 2. _____ Name, address, phone number of firm responsible for preparing the plan
- C. _____ General Notes
 - 1. _____ Site acreage
 - 2. _____ Boundary and topography survey with date and source
 - 3. _____ Benchmark location and elevation
 - 4. _____ Datum
 - 5. _____ Name, address, phone number of the owner of record
 - 6. _____ Flood hazard statement with most current (FEMA) FIRM panel number (6/22/98)
 - 7. _____ Index of Sheets
- D. _____
- E. _____ U. _____
- F. _____
- G. _____
- H. _____
- I. _____
- J. _____
- K. _____
- L. _____
- M. _____
- N. _____
- O. _____
- P. _____
- Q. _____
- R. _____
- S. _____
- T. _____

Perimeter tract boundary lines by bearing and distance Proposed lot lines with dimensions Existing contour lines at minimum intervals of five (5) feet Natural site features and land cover including drainage channels, water bodies, wetlands, flood plains, steep slopes, stream buffers, etc. All existing structures and their use. If none,	provide note stating such. Dimensions of streets and curve radii. Radii of curves at all street intersections. Adjacent property owners Names, widths, and right-of-way of all existing and proposed streets Location of existing and proposed utilities Delineation and labeling of all existing or proposed easements including drainage, sanitary sewer, stormwater management access / maintenance and off-site easements, etc. Delineation of land to be reserved or dedicated for public use, or land to be used for purposes other than single-family dwelling. General location of existing and proposed sewer pipes and structures General location of existing and proposed storm drainage pipes and structures General location of existing and proposed water pipes. Show tie-in with existing system. Location and labeling of specimen trees (Overstory and Understory) Phases of development, if any Ensure maps, drawings, and supportive documentation bear signature and seal of professional engineer, and site surveys bear signature and seal of licensed surveyor. Additional Comments:
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STORMWATER PRELIMINARY PLAN CHECKLIST

The new stormwater regulations mandate a preliminary stormwater meeting. Alternative designs for specimen tree retention should also be presented at this meeting. Call Lynn Pierson at 678-297-6076 to schedule this preliminary meeting. Call Geoff Sarra at 678-297-6200 if you have specific stormwater or engineering questions.

Concept Meeting/ Review _____ Project Name _____
Project Location _____ Designer _____
Contact _____ Phone _____ Fax _____

PRELIMINARY PLAN APPROVED BY: _____ **DATE:** _____

** This section to be filled in by City of Alpharetta Engineering Department*

THIS APPROVED CHECKLIST IS REQUIRED FOR THE LDP PLAN SUBMITTAL AT COMMUNITY DEVELOPMENT. PLANS WILL NOT BE ACCEPTED WITHOUT THIS APPROVAL.

- A. _____ Vicinity Map (site location)
- B. _____ Site boundary survey and existing topography.
- C. _____ Label all existing conditions.
- D. _____ Proposed site layout.
- E. _____ Label existing and proposed roads and other impervious surfaces.
- F. _____ Delineation and labeling of natural site features and land cover including drainage channels, water bodies, wetlands, flood plains, steep slopes, stream buffers, etc.
- G. _____ Provide a description of neighboring areas such as streams, lakes, ponds, residences, roads etc. that might be affected by the proposed land disturbance.
- H. _____ Show all existing water courses and delineate limits of 100 yr floodplain/floodway.
- I. _____ Delineate 50-foot undisturbed buffer along non-perennial streams measured horizontally from the stream bank. Delineate 100-foot undisturbed buffer along perennial streams.
- J. _____ Delineate 75-foot impervious setback along non-perennial stream measured from the stream bank. Delineate 150-foot impervious setback along perennial streams.
- K. _____ Locate proposed stream channel modifications, such as bridge or culvert crossings.
- L. _____ Label existing and proposed flow paths to illustrate drainage patterns.
- M. _____ Label existing and preliminary selection and location of proposed structural and vegetative stormwater controls; including stormwater management facilities, grass channels, swales, and stormwater pipe systems and drains.
- N. _____ Locate and label all specimen trees.
- O. _____ Label all landscape and zoning buffers.
- P. _____ Additional comments:



ARBORIST PRELIMINARY CHECKLIST

LDP # _____

1st Review _____ 2nd Review _____ 3rd Review _____ Date Approved _____

Project Name: _____ Project Location: _____

Reviewer David Shostak 678-297-6229 Designer _____

Contact _____ Phone _____ Fax _____

This section to be filled in by City of Alpharetta Engineering Department

STANDARD SUBMISSION REQUIREMENTS

Provide this completed checklist with final plans.

9 Denotes action completed

 Circle denotes action required

N/A Denotes not applicable to this project

TREE PRESERVATION ORDINANCE REQUIREMENTS

A. Provide the tree survey and report for existing trees.

1. The tree survey must include overstory **as well as understory** trees located on the property measured at diameter at breast height (DBH) which is 4.5 feet above the ground line. Contact Arborist for instruction on multi-stem Specimen trees.
2. The tree survey must also include existing trees greater than 20 inches DBH on adjacent properties within 30 feet of the property line or limits of disturbance.
3. If no trees exist on the site, please provide the note, "No existing trees on the site."
4. The tree survey must be included in all sets of plans, all submittals, and be labeled in the index on the cover sheet. **Arborist must receive legible copy of report.**
5. The tree survey must be prepared by, dated, sealed and signed by a registered surveyor. **We strongly recommend confirmation of the tree survey by an ISA Certified Arborist or a Georgia Registered Forester. An inaccurate survey can result in construction delays and permit revocation.**
6. Provide the following note on the Tree Survey: **"If tree survey inaccuracies are found on-site, a stop work order will be issued until revised plans are approved and processed based on accurate information."**

B. Locate, tag, and protect all overstory **and understory** specimen trees. Include the location of specimen trees on adjacent properties within 30 feet of property lines or easements.

1. Specimen Trees must be wrapped with flagging tape and labeled with a unique identifier in order to be located out in the field (including adjacent properties).
2. **Alternate design must be submitted to preserve the specimen trees!**
3. Show the tree protection fence for the specimen trees to be saved at the edge of critical root zone (CRZ = 1.3 feet x DBH in inches = radius).

C. Clearly show all passive tree protection fence locations at the limits of disturbance on the tree protection plan, the grading plan and the erosion control plan.

D. _____ Show all existing and proposed utility lines on the tree protection plan.

1. _____ All utilities (water, sewer, gas, fiber optic, etc) must be at least five (5) feet from required tree planting islands or landscape strips or through any tree save areas.
2. _____ All overhead and underground electric utility lines (existing and proposed) must be shown on the utility landscape plan. Adjust tree plantings accordingly.

Added comments specific to these plans: