



APPLICATION FOR MINOR SUBDIVISION

The procedure for approval of a Minor Subdivision (subdivision containing four or fewer lots) is set forth in Section 2.03.F of the Unified Development Code (UDC). Generally, the process involves review by the Community Development Director.

Please complete the blanks with the requested information. If any of the information or required materials is missing or incomplete, the application will not be processed. Also, please note the required information requested on the back of this page.

Date of Application: _____

APPLICANT

Applicant Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: () _____ - _____ **Fax:** () _____ - _____ **Email:** _____

Project Representatives Names: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: () _____ - _____ **Fax:** () _____ - _____ **Email:** _____

Agent Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: () _____ - _____ **Fax:** () _____ - _____ **Email:** _____

Name of Engineer or Surveyor of Plat: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: () _____ - _____ **Fax:** () _____ - _____ **Email:** _____

Owner Name (If different from applicant): _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: () _____ - _____ **Fax:** () _____ - _____ **Email:** _____

(Note: A notarized statement signed by the property owner(s) authorizing the applicant to make this request shall be attached to the application.)

EXISTING CONDITIONS

Name of Subdivision: _____

Location and Boundaries of Property by Streets: _____

Legal Description (Attach additional sheet if needed.): Lot _____ Block _____

Addition/Subdivision or Metes and Bounds: _____

Assessor's Parcel Number: _____ **Land Lot Numbers:** _____ **Districts:** _____

Number of Lots: _____ **Zoning District:** _____

Total Number of Acres or Square Feet of Affected Property: _____

Future Land Use Classification: _____



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PROPOSED MINOR SUBDIVISION

Proposed Amended Name of Subdivision: _____
Approximate Number of Lots or Units to Be Created: _____

Number of Square Feet per Lot or Unit: Lot/Unit 1 _____ sq. ft.; Lot/Unit 2 _____ sq. ft. ;
 Lot/Unit 3 _____ sq. ft.; Lot/Unit 4 _____ sq. ft..

1. **Is the affected property adequately served by streets and public facilities and improvements?**
 ___ Yes ___ No
2. **If the answer to number 1. is No, describe the public improvements and streets required to ensure the lots or units are in conformance with the UDC:**

Proposed Use of Property: _____

CONCERNS RELATED TO THE MINOR SUBDIVISION

1. Have all acknowledgements been signed?

| | | | | | |
|----|---|--------------------------|-----|--------------------------|----|
| a. | Owner(s) and lien holder(s) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| b. | Dedications or reservations | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| c. | Engineer, surveyor or person preparing plat | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| d. | Community Development Director | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
2. Title Opinion:

| | | | | | |
|----|---|--------------------------|-----|--------------------------|----|
| a. | Submitted (Date) _____ | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| b. | Have all the owners and lien holder(s) signed the plat? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
3. Has certification been submitted stating that all taxes and special assessments due and payable have been paid?

| | | | | | |
|--|--|--------------------------|-----|--------------------------|----|
| | | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|--|--|--------------------------|-----|--------------------------|----|
4. Deed Restrictions:

| | | | | | |
|----|---|--------------------------|-----|--------------------------|----|
| a. | Are any deed restrictions planned for the minor subdivision? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| b. | If so, has a copy been submitted with the application and plat? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
5. How has installation of the following improvements (if they are required to assure conformance) been guaranteed?

| | <u>Construction</u> | <u>Bond</u> | <u>Payment</u> |
|-----------|---------------------|-------------|----------------|
| Streets | _____ | _____ | _____ |
| Water | _____ | _____ | _____ |
| Sewer | _____ | _____ | _____ |
| Sidewalks | _____ | _____ | _____ |
| Other | | | |
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |



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CONCERNS RELATED TO THE MINOR SUBDIVISION

| | | |
|---|------------------------------|-----------------------------|
| 6. Is this property on the City water system? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is this property on a paved road? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is this property part of a subdivision? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is this property or any part of the property in a floodplain? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is this property or any part of the property in a watershed area? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this property include any bodies of water? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this property have dedicated roads? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>If yes, provide street names and linear footages.</i> | | |
| 7. Are additional comments attached? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

I, _____, hereby state that all of the above statements and statements contained in the documents submitted with this application are true.

Signature of Applicant

Date

Required Materials to Accompany the Application:

The Community Development Director may waive informational requirements upon finding that the information is not required to determine compliance with UDC requirements.

1. Copy of deed, lease, option agreement or other evidence of ownership or applicant's interest in the property. If the applicant is not the owner, attach a notarized statement signed by the owner authorizing the applicant to request the amendment.
2. The original mylar and ten copies of the proposed Final Plat showing the following:
 - a. A scale of not greater than one inch equals one hundred feet (1" = 100') from an accurate survey;
 - b. Sheets with maximum dimensions not exceeding 24 inches by 36 inches. If more than two sheets are required, an index sheet of the same dimensions shall be filed showing the entire subdivision on one sheet and the component areas shown on the other sheets;
 - c. Name of the subdivision which shall neither duplicate nor too closely resemble the name of any existing subdivision unless this is the continuation of an existing subdivision;
 - d. The name of the owner or owners, or subdividers;
 - e. Date, scale and north arrow, on each page. Each sheet of the plat shall indicate its page number in relation to the total number of sheets;
 - f. The gross area, net area and lot area of the land being subdivided;
 - g. All dimensions, linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and other areas for public or private use. Linear dimensions are to be given to the nearest 1/100th of a foot. Names of the streets shall be provided;
 - h. Accurate references to known or permanent monuments, giving the bearing and distance from some corner of a congressional division of the City of which the subdivision is a part;
 - i. The location of all survey monuments and their descriptions;



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- j. The location by section, tract, township, range, city, county and state, including descriptive boundaries of the subdivision based on an accurate traverse giving angular and linear dimensions which shall mathematically close. Bearings and distances of all exterior boundary lines and along the center lines of streets shall be furnished;
 - k. The correct legal description of the property being subdivided shall be shown on the Plat;
 - l. The names, lines and right-of-way widths of all proposed streets with accurate dimensions in feet and hundredths of feet with angles to right-of-way lines and lot lines;
 - m. Accurate location of all existing and recorded roads intersecting the boundaries of the tract;
 - n. The gross area, net area and lot area of the land being subdivided;
 - o. The radii, arcs or chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners;
 - p. The boundary lines of all adjoining lands for a distance of 150 feet and showing (with dotted lines) the right-of-way lines, adjacent streets and alleys with their widths and names, and adjacent zoning districts;
 - q. Building setback lines and easements for rights-of-way provided for public use, services or utilities, with figures showing their dimensions and listing uses that are being provided and any limitations on such easement;
 - r. Building lines and dimensions;
 - s. Area in square feet for each lot or parcel under 2 acres, or in acres to the nearest one-hundredth of an acre if the area is 2 acres or more, which shall equal or exceed applicable Code requirements;
 - t. An accurate drawing of the proposed subdivision with the lots clearly numbered in sequence and blocks clearly lettered in sequence;
 - u. Approved construction plans, or as-built plans, conforming with the requirements of these regulations, for all roadway, grading, sanitary sewerage system, storm drainage facilities, water distribution system, and other pertinent site improvements;
 - v. Boundary lines and description of the boundary lines of any areas being subdivided with accurate distances and angles;
 - w. Two copies of all deed restrictions and/or protective covenants and, if applicable, articles of incorporation and bylaws of a homeowner's association for the proposed subdivision;
 - x. A statement dedicating all easements, streets alleys and other public areas not previously dedicated, including an accurate outline of any portions of the property intended to be dedicated or granted for public use;
 - y. 100-year floodplain boundaries as determined by the FEMA Flood Hazard Maps;
 - z. All portions of subdivision located within a wetland or area with a slope greater than 30 percent;
and
 - aa. Other information pertaining to the proposed development, including locations of sinkholes or other hydrological features, as may be determined to be necessary by the Community Development Director or City Council to facilitate review of the Plat.
3. Appropriate certificates as determined by the City Attorney. These certificates shall include, but not be limited to:
- a. Certification signed, dated and sealed by a registered Georgia Land Surveyor, attesting to the accuracy of the survey and the correct location of all monuments shown on the Plat;
 - b. Certification signed and dated by a registered Georgia Land Surveyor that the subdivision is or is not in a floodplain;
 - c. Certification of platting signed and dated by the owner, appearing on or attached to the plat and on all separate sheets comprising the plat, acknowledging the dedication to public use of all streets, alleys, parks or other open spaces shown thereon and the granting of easements required;
 - d. Certification signed and dated by the owner and the County Clerk stating that there are no unpaid taxes or assessments upon any part of the area within the subdivision;



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- e. A certificate for those subdivisions that front on a street maintained by the Georgia Department of Transportation.
- 4. The following instruments:
 - a. A certificate bearing the approval of the Community Development Director stating that all improvements and installations in the subdivision required by these regulations have been made or installed in accordance with the City specifications, or a Development Agreement and appropriate guarantees, pursuant to Section 2.03.I; and
 - b. A certificate signed and dated by the owner, appearing on the Plat and on all separate sheets comprising the Plat acknowledging the private restrictions spelled out on the Plat. Should these restrictions or trusteeships be of such length as to make their lettering on the Plat impracticable and thus necessitate the preparation of separate instrument, reference to such instrument shall be made on the Plat.

Return Form to:
Planning & Zoning
Community Development Department
City of Villa Rica
571 West Bankhead
Villa Rica, GA 30180

678.785.1004 (T)
770.459.7003 (F)

| |
|--|
| <p>For Department Use Only</p> <p>Case No: _____</p> <p>Filing Fee: _____</p> <p>Date Received: _____</p> <p>Pre-Application Conf: _____</p> <p>Staff Comments/Findings: _____</p> <p>_____</p> <p>Action and Date: _____</p> <p>_____</p> <p>_____</p> |
|--|



PROCESS

