



# APPLICATION FOR SUBDIVISION

CONCEPT PLAN  PRELIMINARY PLAN  FINAL PLAT

The procedures for approval of a Concept Plan, a Preliminary Plat and a Final Plat, steps in the subdivision process, are set forth in Section 2.03.E of the Unified Development Code (UDC). Generally, the procedures involve review by the Community Development Director and the Planning Commission with a final review and decision by the City Council.

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.)

## CONCERNS RELATED TO THE SUBDIVISION

Land Lot Numbers: \_\_\_\_\_ Districts: \_\_\_\_\_

Existing Zoning District: \_\_\_\_\_ Proposed Zoning District(s): \_\_\_\_\_

Is this property on the City water system?  Yes  No

Is this property on a paved road?  Yes  No

Is this property part of a subdivision?  Yes  No

Is this property or any part of the property in a floodplain?  Yes  No

Is this property or any part of the property in a watershed area?  Yes  No

Does this property include any bodies of water?  Yes  No

Does this property have dedicated roads?  Yes  No

If yes, provide street names and linear footages.



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.

**Concept Plans:**

1. The applicant applying for concept plan approval shall submit a Concept Plan that shall illustrate future development of the entire area under common ownership. A Concept Plan is not required for subdivisions creating a single, non-farm parcel. The Concept Plan shall be printed on 24" x 36" paper at a scale of 1 inch = 100 feet, with all dimensions measured accurately to the nearest foot; provided, however, that a different scale may be used if approved by the Community Development Director prior to submittal, and shall contain or have attached thereto:
  - a. Name and addresses of the record owner, developer, land planner, engineer and surveyor;
  - b. Proposed name of the subdivision, date prepared and/or revised, north indicator and scale;
  - c. Location map drawn at a scale of 2,000 feet per inch showing the area within a 1-mile radius of the proposed subdivision;
  - d. A layout of the entire proposed subdivision and its relationship to adjacent property, existing development and recorded maps;
  - e. Approximate boundaries and timing of proposed phases of development;
  - f. Proposed major categories of land use showing compatibility with the Comprehensive Plan;
  - g. Proposed number of dwelling units and gross density of each type of residence and proposed floor area for each non-residential parcel;
  - h. Proposed and existing arterial, collector and local streets (both public and private) to serve the general area;
  - i. Location of sites for parks, schools and other public uses, and all areas of common ownership;
  - j. Topographic contours based on USGS or NAVD Datum at 10-foot intervals unless otherwise approved by the Community Development Director;
  - k. Significant hydrological features and structures including any 100-year floodplains, floodways and wetlands;
  - l. Significant man-made features such as railroads, buildings, utilities and drainage structures;
  - m. Identification of known exceptional topographical, cultural, historical, archaeological, hydrological or any other physical conditions of the property to be developed or within 100 feet on an adjacent parcel exist which will require the establishment of reasonable design standards in excess of the established minimum standards or require a variance from minimum standards; and
  - n. Any attendant documents needed to supplement the information provided on the map; and
2. A listing of the owners of property within 250 feet of the subject property and the mailing addresses for said owners on file with the County Assessor.



***Preliminary Plats:***

1. A preliminary plat at a scale of 100 feet per inch or smaller, including the following information, provided that the Community Development Director may waive specific informational requirements upon finding in writing that said information is not needed for evaluation of the proposed subdivision:
  - a. Legal description, acreage and title under which the proposed subdivision is to be recorded;
  - b. The title under which the proposed subdivision is to be recorded, the names and signatures of the professional engineer, registered land surveyor and the owner/developer platting the plat;
  - c. Name and address of the registered professional engineer or land surveyor who prepared the map.;
  - d. Location and size, as applicable, of existing property lines, section lines, public utilities, water mains, sewers, drain pipes, culverts, water courses, bridges, railroads and buildings in the proposed subdivision;
  - e. The existing location, widths, other dimensions and names of all adjoining highways, streets or public ways;
  - f. The proposed location, width, name and approximate grade of each highway, street, alley or way within the proposed subdivision and approximate radius of all curves;
  - g. The width and approximate location of all existing and proposed easements, whether public or private, for roads, drainage, sewers, irrigation or public utility purposes and dedications of land for parks, recreation areas, schools or other public purposes;
  - h. If other subdivisions adjoin, that portion thereof which so adjoins, showing the streets therein with relation of the streets in the proposed subdivision;
  - i. Proposed use of lots and public areas;
  - j. Layout of proposed blocks and lots including the dimensions of each;
  - k. All blocks shall be lettered and block letters shall be consecutive and shall begin with the letter A. Lot numbers shall be consecutive within each block beginning with the number one and the letter A. The dimensions of each lot shall be designated. No lot shall be divided by a city boundary line;
  - l. If any portion of the land within the boundary of the subdivision is subject to inundation or storm water overflow, that fact and the land so affected shall be clearly designated on the map by a prominent note on each water course within the boundaries of the subdivision;
  - m. Contours referred to the City of Villa Rica datum with intervals of five (5) feet or less provided that the Planning Director may relax this requirement at his discretion. However, the Planning Director may require contour intervals not greater of less than two (2) feet if the subject property is located in a floodplain or in flat areas where drainage may be a problem;
  - n. Tract boundary lines showing dimensions, bearings angles and references to known lines or bench marks;
  - o. Date, North point, scale and number of sheet in relation to the total number of sheets;
  - p. The location and to-scale outline of each existing building or structure which is not to be moved in the development;
  - q. A cross section of the proposed roads showing the roadway location, the type width of surfacing, the type of drainage and other improvements to be installed;
  - r. The drainage of the land including location of proposed storm sewers, ditches, culverts, bridges, water mains, and other underground structures within the tract and immediately abutting thereto;
  - s. The location and size of the nearest water main and sewer outlet;
  - t. A statement or plan regarding methods and/or techniques to be used in controlling soil erosion during construction and development of the subdivision;
  - u. A statement from applicable utility companies indicating their approval of the utility easements shown on the Plat;



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CONCEPTUAL, PRELIMINARY, AND FINAL PLATS

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- v. Sinkholes, wetlands, areas with slopes exceeding 30%, floodways, floodway fringe areas and floodplain boundaries as shown on the Federal Emergency Management Agency Flood Hazard Map;
  - w. The location of all setback lines;
  - x. 20-foot sight triangles at all street intersections;
  - y. Engineer's and owner's certificates related to topographical and profile studies pertaining to surface drainage. The engineer shall provide a copy of the drainage study to the City;
  - z. Plans or written statements describing the grades or profiles of the streets, the proposed grades and facilities for all required improvements and the subdivider's proposal to the City for accomplishing their installation in accordance with Article 8;
  - aa. Any additional information determined necessary by the Planning Director Planning Commission or the Council;
  - bb. Other information required by the Planning Director to demonstrate compliance with these Regulations; and
  - cc. The Preliminary Plat shall have on its face a statement identifying any aspects of the plat not in conformance with this Code.
2. A location map showing;
    - a. The subdivision name;
    - b. An outline of the area to be subdivided;
    - c. The location and width of existing and proposed streets and public ways and public or community utilities, if any, adjoining property; and
    - d. North point and scale.
  3. Property deed including a legal description; and
  4. A listing of the owners of property within 250 feet of the subject property and the mailing addresses for said owners on file with the County Assessor.



***Final Plats:***

1. The original mylar and ten copies of the proposed Final Plat, including but not limited to the following information:
  - 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;
  - 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. The gross area, net area and lot area of the land being subdivided;
  - n. The radii, arcs or chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners;
  - o. 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;
  - p. 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;
  - q. 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;
  - r. An accurate drawing of the proposed subdivision with the lots clearly numbered in sequence and blocks clearly lettered in sequence;
  - s. 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;
  - t. Boundary lines and description of the boundary lines of any areas being subdivided with accurate distances and angles;
  - u. 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;
  - v. 100-year floodplain boundaries as determined by the FEMA Flood Hazard Maps;



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- w. All portions of subdivision located within a wetland or area with a slope greater than 30 percent; and
  - x. 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 Final Plat.
2. 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; and
    - d. Certificate for those subdivisions that front on a street maintained by the Georgia Department of Transportation.
  3. The Final Plat shall be accompanied by the following instruments:
    - a. A certificate bearing the approval of the City Council 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;
    - 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;
    - c. A fence agreement providing for the construction and maintenance of required fences, if applicable; and
  4. Copies of the additional information required pursuant to the application;
  5. An agreement in writing on a form provided by the City Attorney that the developer will install all of the improvements required herein.
  6. Subsequent to the recording of the plat, the original signed copy on mylar film, one additional hard copy with all certificates endorsed thereon, and one digital copy, positioned correctly in Georgia NAD\_83 State Plane Coordinates (in U.S. survey feet to the hundredth of a foot) and compatible with the Carroll or Douglas County Geographic System shall be filed with the Community Development Department. The map book, volume, and page numbers where the plat is recorded shall also be indicated on the copies.



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

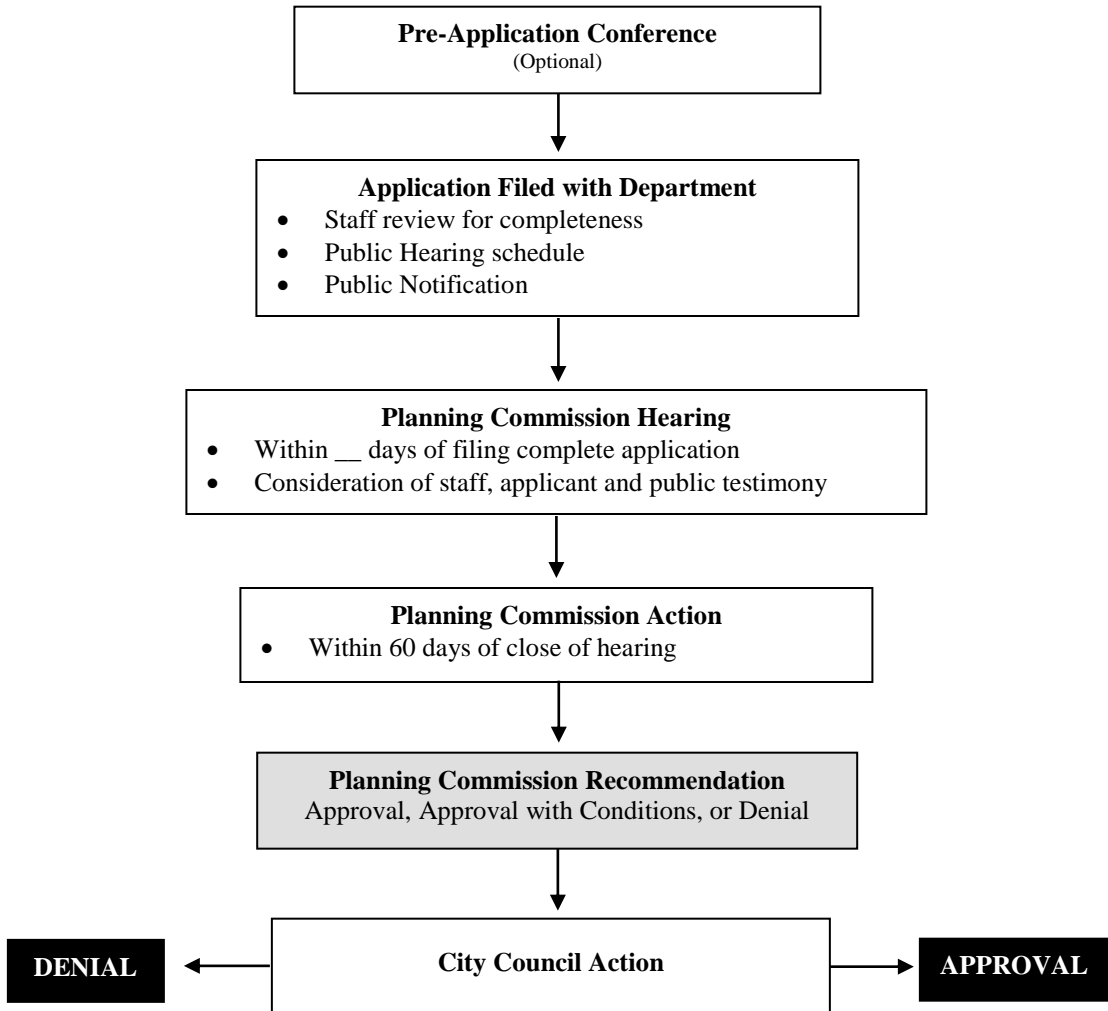
**(678) 785-1004 (T)**  
**(770) 459-7003 (F)**

**For Department Use Only**

Case No: \_\_\_\_\_  
Filing Fee: \_\_\_\_\_  
Pre-Application Conf: \_\_\_\_\_  
Date Advertised: \_\_\_\_\_  
Date Notices Sent: \_\_\_\_\_  
Date Sign Posted: \_\_\_\_\_  
PC Public Hearing Date: \_\_\_\_\_  
PC Recommendation: \_\_\_\_\_  
CC Public Hearing Date: \_\_\_\_\_  
Action: \_\_\_\_\_  
Approved by Resolution #: \_\_\_\_\_



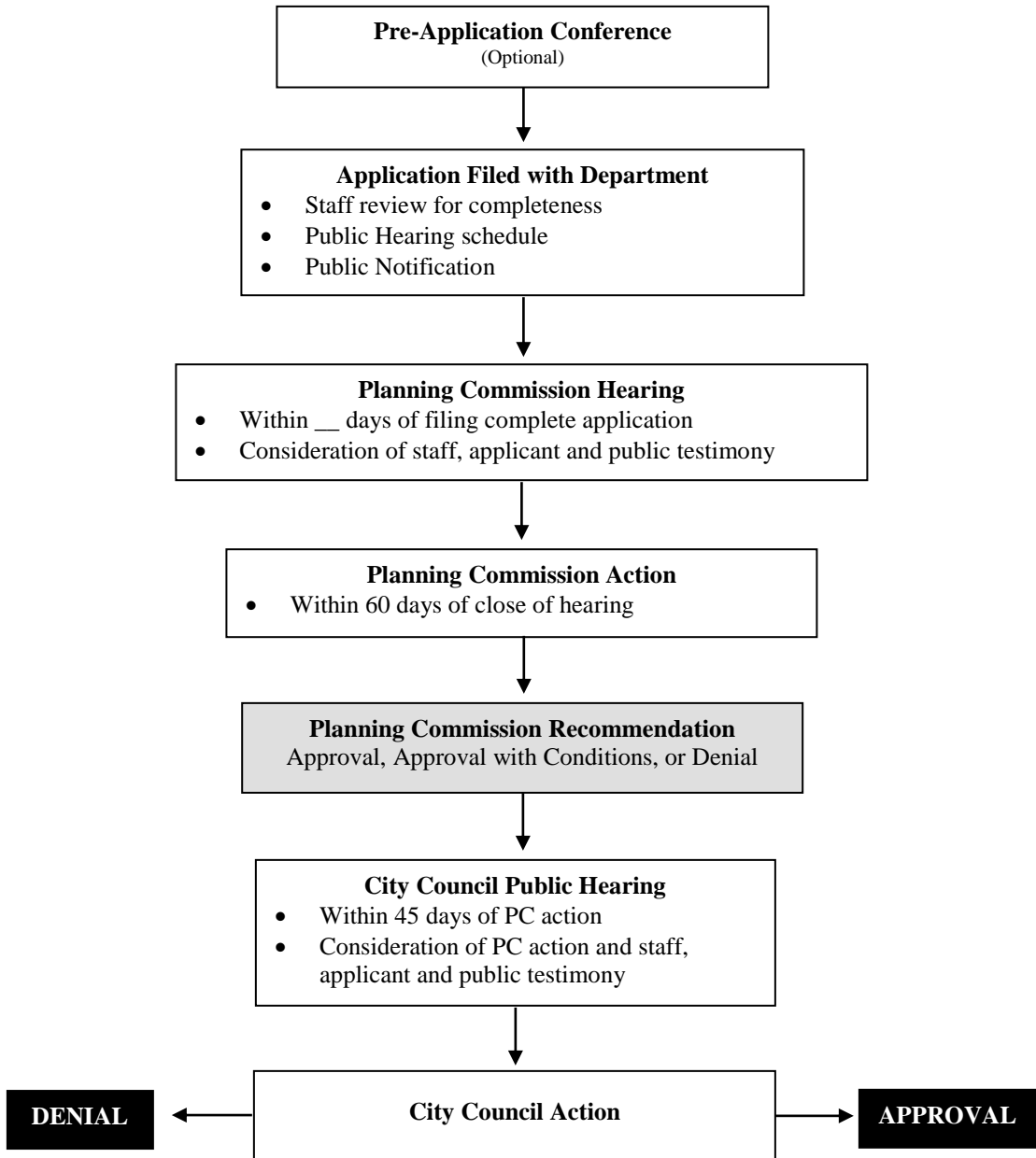
## CONCEPT PLAN PROCESS







## PRELIMINARY PLAT PROCESS





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## FINAL PLAT PROCESS

