



## MINOR FINAL PLAT APPLICATION

### **USE:**

- Dividing a tract of land into 5 or less lots that do not require public improvements (e.g. sewer, water, gas, electricity, roads, etc.)
- Combining lots into 5 or less lots that do not require public improvements (e.g. sewer, water, gas, electricity, roads, etc.)
- Minor Lot line adjustments

### **IMPORTANT INFORMATION - PLEASE READ:**

Prior to submission, please ensure your proposed final plat meets all specifications outlined in the City of Commerce's *Unified Development Code*, specifically *Article 15 Division 5 Final Plat Specifications* which can be found online at [www.commercega.gov](http://www.commercega.gov). Once your packet is submitted, staff will conduct a review and advise of any changes needed for staff to certify the final plat. Once the final plat is found to be satisfactory, the final plat will be signed by City Staff and returned to the applicant for recording with Jackson County. The City of Commerce is not responsible for the recording of final plats.

For assistance please contact Planning & Development at 706-335-3359.

**INSTRUCTIONS:** Please complete the form below. Approved final plats will be sent via email to the applicant included on this form only.

**\*\* All plats must be submitted electronically. \*\***

### **CHECKLIST:**

- 1. Fee (\$25 per lot)\_\_\_\_\_
- 2. Completed Application\_\_\_\_\_
- 3. Copy of current recorded\_\_\_\_\_
- 3. Copy of proposed new plat\_\_\_\_\_



## **APPLICATION MATERIALS- DESCRIPTIONS:**

**APPLICATION FORM:** Completed Application form including owner information.

**RECORDED PLAT:** A copy of the most recent plat on record with the Jackson County Superior Court Clerk for the property, to include the date/time stamp of recording and book and page number where the plat can be located.

**PROPOSED PLAT:** Submit one digital copy of the proposed plat. Additional paper copies may be requested if necessary.

**\*\*All items must be included on the plat (if applicable)\*\***

1. County
2. City
3. Owner. The name of the property owner or owners of the subject property as stated on the most current or applicable title instrument.
4. Plat Type. Final Subdivision, boundary line adjustment, lot combination, easement survey, dedication plat, etc.
5. Name. The name of any subdivision if the property lies within a named subdivision or if the plat is creating a new subdivision; or the name of any condominium if the property is within a condominium development.
6. Division designations. The applicable units, pods, blocks, lots, or other sub-designations of any named subdivision or condominium.
7. Developer. The name or names of the developer or developers of any named new subdivision or condominium.
8. Land lots and districts. All applicable land lots, land districts, sections, reserves, or militia districts wherein the platted property lies.
9. Date and revision dates. The date of initial preparation and issuance and any revision dates, including a brief explanation of each revision.
10. Surveyor. The name, address, and telephone number of the land surveyor who prepared and sealed the plat and, if working for or through a firm, corporation, partnership, association, limited liability company, or other entity, then also the certificate of authorization number of that entity, in which case the address and telephone number of such entity are acceptable in lieu of the individual surveyor's address and telephone number.
11. Surveyor registration. The registration number of the land surveyor or a statement that he or she is the county surveyor and is not required by law to be a registered surveyor.
12. Surveyor seal. The seal of the land surveyor who has prepared the plat and is signing the surveyor certification, which shall be placed within or next to the surveyor certification box.
13. Page numbers. If the plat has multiple pages the page number for each applicable page and the total number of sheets in the set shall be placed on each sheet in the same or similar location.
14. Scale. The scale of the plat stated and shown graphically.
15. Surveyor certification box for subdivision plats. Each plat involving a subdivision shall have depicted thereon a box which contains the following applicable certifications of the land surveyor: "As required by subsection (d) of O.C.G.A. Section 15-6-67, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements hereon. Such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67."
16. Additional certifications. Additional dates, certifications, and signatures, which may be electronically created signatures, may be placed on plats. Such certifications may include, but are not limited to, those that may be required by local jurisdictions or agencies, the United States Small Business Administration, the United States Department of Housing and Urban Development, and the American Land Title Association.
17. Point of beginning and point of reference. There shall be a point of commencement and/or a point of beginning that can be readily re-established. 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, monumented position which can be identified or relocated from maps, plats or other documents on public record, including state plane coordinates when applicable. The point of reference may lie on or within the boundary of the survey.

18. Names of adjoining subdivisions and property owners and documents reviewed. The names of adjoining subdivision and/or property owners on all lines, as can be determined at the time of commencement of the survey through public records such as the county tax assessor and/or clerk of court records, along with a notation as to what documents were reviewed for each adjacent property.
19. Roads. Adjacent streets, roads, or other rights-of-way, and the width and the former widths, if pertinent, of rights-of-way adjacent to or crossing the property.
20. Water. All water boundaries.
21. Easements. The width and the former widths, if pertinent, of easements adjacent to or crossing the property.
22. Encroachments and cemeteries. Apparent encroachments and observed evidence of human burials or cemeteries.
23. North arrow. An arrow to indicate the principal meridian and a notation as to the reference of bearings to magnetic north, astronomic north, record or grid north. A grid north reference shall indicate the zone. Record north shall reference the document or survey to which the meridian is oriented and the line of the survey to which the "record bearing" was applied to.
24. Metes and bounds bearings and distances and areas. Bearings of all lines of the boundary or lot lines, and distances of all boundary or lot lines, and area of the parcels expressed in acres or square feet. The total acreage of the subdivision shall be shown.
25. Equipment reference. A statement to indicate the type of equipment used to obtain the linear and angular measurements used in the preparation of the plat, or the proper notations required by Rule 180-7-.09 when GPS equipment is used in performing the survey.
26. Closure precision. The closure precision of the data shown on the plat. The closure may be stated as follows: "This map or plat has been calculated for closure and is found to be accurate within one foot in \_\_\_\_ feet."
27. Monuments. Monuments shall be set at all boundary corners. All monuments found, placed or replaced shall be described on the survey plat. The land surveyor shall set monuments, unless monuments already exist or cannot be set due to physical obstructions. Those monuments that cannot be set due to physical obstructions shall have a reference monument set. Said reference monument shall be referenced on the plat by bearing and distance from the true position of said monument. Also, said reference monument shall be set far enough away from the true corner so as not to be confused with the position of the true corner. Corner descriptions shall state the size, material and cap identification of the monument as well as whether the monument was set or found. In the case of badly disturbed or deteriorated monuments that are replaced for the purpose of position preservation, the survey shall indicate the size, type, and material of both the found monument and the monument with which it was replaced.
28. Monument specifications. All monuments set shall be composed of a durable material and shall incorporate a ferrous material to aid in location by magnetic locators. Said monuments shall have a minimum length of 18 inches. Monuments placed at land lot corners, district corners or county corners shall if a rod have a minimum diameter of 5/8 inches, a pipe of 1 inch diameter or a concrete or stone monument of not less than 4 inches square. Every boundary monument set shall be identified with a durable marker or cap bearing the Georgia registration number of the land surveyor in responsible charge or the name of the business entity in responsible charge.
29. Street names. Street names including both the name and the suffix, such as "street," "avenue," etc.
30. Location sketch or vicinity map. A hand-drawn or map reproduction, whether or not to an engineering scale, showing the subject property in context of a larger area. Typical scale when a scale is used, is 1 inch equals 2,000 feet.
31. Road centerlines, pavement widths and radii. The centerline of all roads within or adjacent to the subdivision, and the exact pavement width of the road or roads abutting the subject property and within the subdivision. For cul-de-sacs, both the right of way radius and the pavement radius shall be shown. In addition, the right of way and pavement radii of all street intersections shall be shown.
32. Lot and block identifiers. Lots numbered in numerical order and blocks lettered alphabetically.
33. Addresses. Prior to recording, the street address number shall be shown on each lot as assigned by the Jackson County E-911 coordinator (GIS Department).
34. Building setbacks. Front building setback lines with dimensions as to length across each lot and distance from the street right-of-way.



- 35. Flood hazard area note. A note indicating whether or not the property is located within a 100-year flood plain, as designated on Federal Emergency Management Agency Flood Insurance Rate Maps, along with the community map panel number and effective date.
- 36. Dedications and common areas. Any areas to be reserved, donated, or dedicated to public use and common use shall be shown along with their acreage. If streets are to be dedicated, the total linear distance of streets to be dedicated shall be indicated on the plat. A notation must also be included on the plat advising the specific road(s) and right(s)-of way will be dedicated and deeded to the City.
- 37. Private covenants. Statement of and reference to private covenants, conditions and restrictions, if any.
- 38. Lot sizes. All lots shall have their acreage displayed on the individual lot or keyed in a table on the plat.
- 39. Zoning Conditions, Variances, and Overlay(s). Zoning designations, applicable conditions, approved variances, and overlay districts must be shown on the final plat. If mappable, they must be depicted, if not, listed.
- 40. Buffers. All buffers must be clearly shown on the plat, including all maintained vegetation and replacement vegetation.
- 41. Other data. The Zoning Administrator may require that additional information be shown on the final plat, including but not limited to the existing zoning district and if applicable zoning conditions, zoning overlay and/or environmental overlay district, if applicable, variances if applicable, required stream buffers and zoning buffers, and wetlands.
- 42. Owner's certification. A certificate signed by the owner directly on the final plat, as follows:

"The owner of the land shown on this plat and whose name is subscribed hereto, certifies that that he/she is the fee simple absolute owner of the land shown on this plat and that all state, city and county taxes or other assessments now due on this land have been paid.

\_\_\_\_\_

Owner

Signed, sealed and delivered in the presence of:

\_\_\_\_\_

Witness

\_\_\_\_\_

Notary Public"

- 43. Certificate of approval and signature block. The following certification of approval and signature block shall be provided on the plat:

"Pursuant to the Unified Development Code of the City of Commerce and all requirements of approval having been fulfilled, this final plat was given final approval by the Zoning Administrator and it is entitled to be recorded in the Clerk's Office, Jackson County Superior Court."

\_\_\_\_\_

Signature, Zoning Administrator

\_\_\_\_\_

Date

- 44. Combination Plat. All lot lines to be eliminated shall be shown as dotted lines with notation on the plat as to which parcels are being combined into one lot of record. (See UDC 15-508)
- 45. Boundary Line Adjustment: Original lot line(s) being adjusted shall be depicted as a dotted/hashed line with note and arrow that states "Original lot line." New (adjusted) lot lines shall be depicted as a solid line with similarly corresponding note and arrow. (See UDC 15-5019)



**PROPERTY INFORMATION:**

Tax Map & Parcel #(s): \_\_\_\_\_

Physical Address (if applicable): \_\_\_\_\_

Reason for Plat (check all that apply):  Combination Survey  Division Survey  Lot Line Adjustment

Please provide a brief description:

(Example: Dividing to sell individual lot, Dividing to give parcel to child/loved one, Combining lots for tax purposes, etc.)

\_\_\_\_\_

**OWNER/APPLICANT/AGENT INFORMATION:**

Check One:  Surveyor  Owner  Applicant  Attorney  Agent

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

\*If more than one property owner, add additional pages as needed for each property owner.\*

Property Owner Name: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address \_\_\_\_\_