



PRELIMINARY PLAT APPLICATION

USE:

- Any subdivision involving the dedication of a public street or public land, any subdivision involving a new private street, and any subdivision requiring a public improvement as defined, shall require the submission and approval by the Commerce Planning Commission of a preliminary plat.
- Approval required prior to the issuance of related development permit.
- Amendment to Preliminary Plat already approved

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 3 Preliminary Plat Specifications* which can be found online at www.commercega.gov. Once your packet is submitted, staff will conduct a review and advise of any changes needed for staff to forward the plat to the Commerce Planning Commission for consideration. Please complete the form below and submit it along with all required documents and appropriate fee to Planning & Development for review. Incomplete packets will not be further processed.

CHECK ONE: Preliminary Plat Application Amendment to previously approved Preliminary Plat

CHECKLIST:

- 1. Fee (\$250 + \$25 per lot over 25 lots)_____
- 2. Completed Application including Property Owner Authorization Form_____
- 3. Copy of current recorded plat_____
- 3. 3 Paper Copies + 1 Digital Copy of:
 - Proposed Preliminary Plat_____
 - Tree Save Plan_____
 - Landscape Plan_____



APPLICATION MATERIALS- DESCRIPTIONS:

APPLICATION FORM: Original and notarized signatures of the property owner(s) and applicant(s) or notarized statement by the applicant as to ownership are required.

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.

SITE PLAN: 3 hard copies plus one digital copy. The recommended maximum dimensions of the sheet size is 36 inches by 48 inches and the minimum dimensions of 17 inches by 22 inches; however, the Zoning Administrator may approve other sheet sizes and scales as appropriate.

All items below must be included on the Site Plan per Sec. 15-303; separate Site Plans may be necessary to address all items.

1. Proposed name of subdivision. The proposed name of the subdivision shall not duplicate or too closely approximate, phonetically, the name of any other subdivision in the city or county. If shown to the contrary, the Zoning Administrator may refuse to accept such subdivision name. If drawn on a boundary survey, the date of survey and source of data;
2. Plat scale and sheet size. The preliminary plat shall be clearly and legibly drawn at a scale of 100 feet or less to 1 inch. North arrow and graphic engineering scale;
3. Owner and professional contact information. Name, mailing address, telephone and fax numbers and e-mail address of the property owner and the professional preparing the preliminary plat;
4. Miscellaneous. Date of boundary survey, north point and graphic scale, source of data, date of plan drawing, and, if any, revision dates;
5. Location and tract boundaries. Location (including Militia District) and size of the property in acres (or in square feet if less than an acre), and the external boundaries of the tract to be subdivided or developed shown by bearings and distances. The preliminary plat must reference and be based on a boundary survey of the exterior boundaries of the proposed subdivision, prepared by a registered land surveyor;
6. Vicinity map. A location map of the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets, railroads, and major water courses;
7. Abutting property information. Names of adjoining property owners per recorded deeds, zoning district of all adjoining properties, and if applicable overlay district designations of all adjoining properties;
8. Prior subdivision. Name of former approved subdivision, if any, for all of the land in the preliminary plat that has been previously subdivided, showing boundaries of same;
9. Zoning. Zoning district boundaries and zoning designation(s) of the subject property and, if applicable, overlay district;
10. Application number and conditions. Rezoning, conditional use, and variance application number, date of approval, and conditions of approval, if applicable;
11. Natural features and flood plains. Natural features within the property, including topographic contours at no less than five-foot intervals, drainage channels, bodies of water, wetlands, streams with required buffer designated, wooded areas and other significant natural features such as groundwater recharge areas and rock outcroppings. On all water courses entering or leaving the property, the direction of flow shall be indicated. The 100-year flood plain, if any, shall be delineated;
12. Streets, easements, political boundaries and built features. Man-made features within and adjacent to the property, including street right-of-way and pavement widths, names of existing streets, all easements, city and county political boundary lines, and other significant information such as location and dimensions of bridges, existing buildings to remain, and other features. 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;
13. Subdivision block and lot layout. The proposed subdivision layout including lot lines and street right-of-way lines, with proposed street names or letter designations and right-of-way widths, along with the front building setback line and the approximate dimensions of the length and width of each lot. The total number of lots in the subdivision and the total acreage in the tract to be subdivided shall be indicated. Lots shall be numbered consecutively in a clockwise fashion, and the approximate land area of each lot shall be indicated for each lot. The proposed phasing of the subdivision shall be indicated, if it is proposed to be platted in phases;



14. Water and sewage disposal. A statement as to the source of the domestic water supply and provisions for sanitary sewage disposal. For those properties that will not be served by a public sanitary sewerage system, location and results of soil tests or percolation tests as required and approved by the Jackson County Environmental Health Department;
15. Stormwater management. The approximate location of proposed storm water detention facilities. Compliance with stormwater management requirements of the UDC will be required for the issuance of a land disturbance permit;
16. Public land reservations. In addition to public streets, the preliminary plat shall indicate land if any to be dedicated for public use;
17. Landscape Plan & Tree Save Plan (See Below);
18. Approval from Health Department. A signed certification of approval of the Jackson County Health Department shall be placed on the Preliminary Plat of all subdivisions not connected to the City sanitary sewer system;
19. Inscription. Inscription stating "NOT FOR FINAL RECORDING";
20. Certification of Preliminary Approval. A certificate of Approval of the Preliminary Plat by the Planning Commission shall be inscribed on the plat as follows:

"This preliminary plat was given approval by the City of Commerce Planning Commission on _____, 2____.

This preliminary plat does not constitute approval of a Final Plat. This Certificate of Preliminary Approval shall expire and be null and void on (one year from the preliminary approval):

Chair, Commerce Planning Commission: _____ Date: _____";

21. Additional information. Additional information as may be required by the Zoning Administrator to ensure compliance with the UDC.

TREE SAVE PLAN: 3 hard copies plus one digital copy. The recommended maximum dimensions of the sheet size is 36 inches by 48 inches and the minimum dimensions of 17 inches by 22 inches; however, the Zoning Administrator may approve other sheet sizes and scales as appropriate.

All items below must be included on the Tree Save Plan; separate Site Plans may be necessary to address all items.

1. A site plan with property boundaries, proposed buildings, parking areas, loading areas, required buffers, utility easements if any, and all other pertinent information as described above (Sec. 15-303).
2. Trees inventoried including botanical name and common names of each species, the total number of each species planted, and total numbers of trees. Trees and shrubs shall be indicated on the plan using symbols and the symbols must appear in the planting schedule.
3. Trees to be conserved, including botanical name and common names of each species, indicated on the plan using symbols
4. Trees to be removed, including botanical name and common names of each species, indicated on the plan using symbols
5. Trees exempted from replanting per Sec. 9-204, including botanical name and common names of each species, indicated on the plan using symbols
6. Trees to be planted, including botanical name and common names of each species, indicated on the plan using symbols
7. 2' Contours (existing & proposed)
8. Buffers: Any/all buffers including, but not limited to, zoning buffers, stream buffers, wetland buffers, etc.
9. Environmental areas
10. Summary table/chart

Sec. 9-204 Exemptions.

- (a) The removal of trees from an owner-occupied, single-family lot not located within a subdivision.
- (b) The removal of trees from horticultural properties such as farms, nurseries, or orchards.
- (c) The necessary removal of trees by a utility company within dedicated utility easements.



(d) The removal of trees on public rights-of-way conducted by, or on behalf of, or an activity pursuant to work to be dedicated to a federal, state, county, municipal or other governmental agency in pursuance of its lawful activities or functions in the construction or improvement of public rights-of-way.

(e) The removal of trees from lakes and detention ponds and drainage easements.

(f) The removal of any tree which has become or threatens to become a danger to human life or property.

Sec. 9-205 Tree Save Requirements

No trees with a diameter of six (6) inches or over measured five (5) feet from ground level shall be taken down, damaged, or destroyed without prior written approval from the Zoning Administrator, City Manager or his designee via the administrative variance process. Trees fitting this description shall be given the designation of "specimen tree" and every effort shall be made by the developer, builder, and homeowner to preserve such trees.

Sec. 9-206 Tree Survey Plan & Inventory Plan

The Landscape/Tree Save Plan shall be in the form of a to-scale map or site plan prepared and sealed by a registered surveyor or registered engineer, noting the location of all trees within the area to be modified from its natural state.

LANDSCAPE PLAN: 3 hard copies plus one digital copy. The recommended maximum dimensions of the sheet size is 36 inches by 48 inches and the minimum dimensions of 17 inches by 22 inches; however, the Zoning Administrator may approve other sheet sizes and scales as appropriate.

All items below must be included on the Landscape Plan per Sec. 9-310; separate Site Plans may be necessary to address all items.

1. A site plan with property boundaries, proposed buildings, parking areas, loading areas, required buffers, utility easements if any, and other pertinent information as described above (Sec. 15-303). The site plan shall show the location of all trees, shrubs, and landscaping.
2. A planting schedule for all trees, shrubs, and ground covers proposed, with botanical name and common names of each species, the total number of each species planted, and total numbers of trees. Trees and shrubs shall be indicated on the plan using symbols and the symbols must appear in the planting schedule.
3. Calculations demonstrating the plan meets the following, if applicable:
 - a. Minimum landscaped open space specified in Table 2-2A and Table 2-2B of the UDC for the zoning district in which the property is located.
 - b. Required number of trees and shrubs within any required frontage landscape strip.
 - c. Parking lot landscaping requirements.
 - d. Zoning buffer and parking lot screening requirements.
4. Standard details and notes with regard to planting instructions.

Sec. 9-311. Review of Landscape Plans:

In reviewing proposed performance landscape plans, favorable consideration shall be given to exceptional landscape designs that preserve and incorporate existing vegetation and demonstrate innovative design and use of plant materials. Performance landscape plans may be approved upon a finding that the plan meets or exceeds the purposes and objective of this section through either:

1. Natural land characteristics or existing vegetation on the proposed development site; or
2. Innovative landscaping or architectural design.



PROPERTY INFORMATION:

TAX MAP & PARCEL #(S): _____

ADDRESS OF PROPERTY (if applicable): _____

WARD #: _____ TOTAL ACREAGE: _____

NAME OF PROPOSED SUBDIVISION: _____

ACCESS TO SUBDIVISION FROM: _____

SOURCE OF WATER SUPPLY: _____

SOURCE / TYPE OF SEWAGE DISPOSAL: _____

TYPE OF DEVELOPMENT:

RESIDENTIAL DEVELOPMENT

NUMBER OF LOTS: _____

NUMBER OF DWELLING UNITS: _____

DWELLING UNIT SIZE (Sq. Ft.): _____

NUMBER OF NON-DWELLING UNITS: _____

PROVIDE EXPLANATION OF PROPOSED NON-DWELLING UNITS (eg. Type, use, etc.):

NON-RESIDENTIAL DEVELOPMENT (circle one): **INDUSTRIAL** **COMMERCIAL**

NUMBER OF BUILDINGS/LOTS: _____

TOTAL BUILDING SQ FT: _____



OWNER/APPLICANT/AGENT INFORMATION:

APPLICANT / ATTORNEY / AGENT INFORMATION:

Check One: 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 _____

Property Owner Name: _____

Mailing Address (if different from above): _____

City, State _____ Zip _____

Phone Number(s): _____

Email Address _____



APPLICANT'S CERTIFICATION:

THE UNDERSIGNED BELOW STATES UNDER OATH THAT THEY ARE AUTHORIZED TO
MAKE THIS APPLICATION.

Signature of Applicant / Attorney / Agent

Date

Type or Print Name

Notary Seal

Signature of Notary Public

Date



PROPERTY OWNER'S CERTIFICATION: _____

Signature page required for each/every owner.

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Jackson County, Georgia, of the property identified below, which is the subject of the attached application before the City of Commerce, Georgia. As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of the request of the items indicated below.

I, _____, authorize, _____,
(Property Owner) (Applicant)

to file for _____, at _____,
(Type of Application) (Physical address or parcel #s)

on this day _____ of _____, 20_____.

- I understand that failure to supply all required information (per the relevant Applicant Checklists and requirements of the City of Commerce Zoning Ordinance) will result in REJECTION OF THE APPLICATION.
- I understand that preliminary approval of my design plan does not authorize final approval of my application. I agree to arrange sign permitting separately, after approval is obtained.
- I understand that representation associated with this application on behalf of the property owner, project coordinator, potential property owner, agent or such other representative shall be binding.

Signature of Property Owner

Date

Type or Print Name

Notary Seal

Signature of Notary Public

Date



AMENDMENT TO PREVIOUSLY APPROVED PRELIMINARY PLAT: _____

1. APPLICATION NUMBER OF PREVIOUSLY APPROVED PRELIMINARY PLAT: _____

2. DATE OF APPROVAL BY PLANNING COMMISSION: _____

3. REASON FOR AMENDMENT (provide brief explanation):

4. PROVIDE BRIEF DESCRIPTION OF AMENDMENTS NOTATED ON SITE PLAN:

5. EFFECT TO PROPOSED PUBLIC IMPROVEMENTS:

6. EFFECT ON PROPOSED # OF LOTS, DWELLINGS, BUILDINGS, ETC:

7. EFFECT ON UTILITIES:

8. EFFECT ON TREE SAVE PLAN/REQUIREMENTS:

9. EFFECT ON LANDSCAPING PLAN/REQUIREMENTS:

