



The City of
East Point
Georgia

Department of Planning & Community Development

@ Jefferson Station

1526 E. Forrest Avenue Suite 100 East Point, GA 30344

404.270.7029 (Phone)

404.209.5148 (Fax)

www.eastpointcity.org

PROCEDURES TO SUBDIVIDE / LOT COMBINATION

No real property within the city shall be subdivided and offered for sale or a plat recorded until approved first by the Planning & Community Development staff and City Engineer. There are three categories to subdivide, the Preliminary Plat, Minor Plat, and the Final Plat. Please find below the application guidelines for all applicable documents pertaining to the process. Subdivides must be in accordance with Chapter 3 Subdivision Regulations of the Zoning Code and Development Regulations. Please retain a copy for your records.

PRELIMINARY PLAT – A finished drawing of a development of four (4) or more lots that, at the time of development, does not necessarily, but may involve a land disturbance permit, new streets, the extension of a utility or other municipal facilities and depicts all legal and engineering information required by these Subdivision Regulations.

Three (3) originals (17 in. X 22 in.) and nine (9) copies (11 in. X 17 in.) showing the following information:

1. Provide a name or title for all maps or plats. The name of the former subdivision, Deed Book and Page number shall be stated, if applicable.
2. Provide the following: City, County, District, Section, and Land Lot; Date of plat preparation and each individual revision record.
3. The name of the Land Surveyor, Registration Number, and Seal shall be affixed to the plat under the surveyor's signature.
4. Provide the name and address of the subdivider.
5. Provide a statement in the notes to indicate the type of equipment used to obtain the linear and angular measurements.
6. Provide all angular directions in degrees and minutes. Where plats or surveys require accuracy in excess of 1 in 5,000, the angular directions shall be presented in degrees, minutes, and seconds. All angular directions shall be referenced to the principal meridian.
7. Add this note to plat: "Distances shown on the plat shall be horizontal."
8. Provide in the notes the reference for the angular bearings shown on the plat.
9. Provide an arrow to indicate the principle meridian.
10. Provide a location sketch which clearly shows the location of the site with respect to the nearest two (2) intersections, and provide on the plan the distance to the nearest intersection.
11. Show all land lot lines, district lines, section lines, city and county boundaries labeled appropriately with words and figures.
12. Provide distances on all boundary or lot lines. Distances shall be given to the nearest one-tenth (1/10) of a foot.

13. Provide data for regular and irregular curves, chord distances and directions.
14. Provide the existing and proposed widths of all rights-of-way and pavement, centerline, intersection angle and centerline curve data.
15. Location data to establish bearing and length of all street right-of-ways, lot lines, boundary lines and building lines. Data shall be provided to describe the curve radius, arc length, internal angle, and tangent distance to centerline of curved streets and curved boundary lines that are not the boundary of the curved streets.
16. Tract boundary lines, right-of-way lines of streets, easements, and other rights-of-way, proposed property lines of lots, setbacks, and lot areas in square feet and acreage.
17. All dimensions shall be accurate to the nearest one-tenth of a foot and all angles accurate to the nearest minute.
18. Name and right-of-way width of each street or other right-of-way and description of driveways in a general project summary.
19. Title, name, and location of subdivide (vicinity map), north arrow, date, scale, zoning, land lot, and district numbers.
20. Location, dimensions, and purpose of any easements and areas to be dedicated to public use or sites for other than residential use with notes stating their purposes and limitations.
21. Lots or tracts numbered in numerical order with blocks lettered alphabetically (not addresses).
22. Show state water buffers and zoning buffers.
23. Provide in the notes the total acreage of the entire site, to the nearest 1/100 of an acre; and the total number of lots. Provide on plan view the area of each lot or parcel in square feet.
24. Show all public service utility right-of way lines.
25. Show all easements including sanitary sewer easements, required future sewer construction and apparent encroachment. Differentiate between public and private easements. All easements dedicated to East Point shall be shaded. Do not shade dimensions or notes.
26. Add this note to plat:

“East Point personnel and/or agents shall have free total access to and across all easements.”
27. Tree Survey – A survey will be required on any parcel where greater than ten (10) trees will be removed due to any activity on the property.
28. Landscaping Requirements - In accordance with Chapter 6 tree Protection and Landscaping.

MINOR PLAT REQUIREMENTS – A finished drawing of a development of no more than three (3) lots that, at the time of development, does not necessarily, but may involve a land disturbance permit, new streets, the extension of a utility or other municipal facilities and depicts all legal and engineering information required by these Subdivision Regulations.

Three (3) originals (17 in. X 22 in.) and nine (9) copies (11 in. X 17 in.) showing the following information:

1. Location data to establish bearing and length of all street right-of-ways, lot lines, boundary lines and building lines. Data shall be provided to describe the curve radius, arc length, internal angle, and tangent distance to centerline of curved streets and curved boundary lines that are not the boundary of the curved streets.
2. Tract boundary lines, right-of-way lines of streets, easements, and other rights-of-way, proposed property lines of lots, setbacks, and lot areas in square feet and acreage.
3. All dimensions shall be accurate to the nearest one-tenth of a foot and all angles accurate to the nearest minute.
4. Name and right-of-way width of each street or other right-of-way and description of driveways in a general project summary.
5. Title, name, and location of subdivide (vicinity map), north arrow, date, scale, zoning, land lot, and district numbers.
6. Location, dimensions, and purpose of any easements and areas to be dedicated to public use or sites for other than residential use with notes stating their purposes and limitations.
7. Lots or tracts numbered in numerical order with blocks lettered alphabetically (not addresses).
8. Tree Survey – A survey will be required on any parcel where greater than ten (10) trees will be removed due to any activity on the property.
9. Landscaping Requirements – In accordance with Chapter 6 Tree Protection and Landscaping.
10. Lot Combinations – If property lines are being adjusted and more than one lot is being affected, all lots involved need to be portrayed on the survey. The resultant property lines should be solid lines. The previous property line(s) needs to be shown as dashed or dotted lines and labeled "Original Property Line".
11. Owner's acknowledgment:

STATE OF GEORGIA, COUNTY OF FULTON.

The owner of the land shown on this plat and whose name is subscribed hereto, and in person or through a duly authorized agent, acknowledges that this plat was made from an actual survey and dedicates to the use of the public forever all streets, alleys, parks, watercourses, drains, easements and public places thereon shown for the purposes and considerations therein expressed.

_____ Owner

12. Engineer's or surveyor's acknowledgement: It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.

FINAL PLAT – A finished drawing of a development that provides a complete and accurate depiction of all legal and engineering information required by the Subdivision Regulations. Certification for recording and ratification of the Director of Planning and Community Development and of Director of Public Works, and consent by East Point City Council. The final plat shall be drawn clearly and legibly, in black ink, or tracking cloth or other permanent reproducible material, at a recommended scale of 100 feet to the inch. The use of other scales may be approved by the Planning and Community Development Department. If the complete plat cannot be shown on one sheet, then said plat shall be shown on several sheets with an index map indicated on each sheet.

Three (3) originals (17 in. by 22 in.) with a minimum character height of .08 inches and eleven (11) copies (11 in. by 17 in.) showing the following information:

- A. Whenever the provisions of these rules and regulations have been complied with and while the Preliminary Plat approval is in effect, the subdivider may submit to the Director of Public Works an application for Final Plat review and approval pursuant to these regulations. All required infrastructure shall be completed and approved, or performance bonds for a portion of such improvements shall be filed in accordance with section 10- 4009 (C) of this regulation.
- B. Plats recorded and filed at Fulton Superior Court must meet the standards of the "Georgia Plat Act." The Clerk of Superior Court can and will reject your document if it is not legible or does not meet Georgia Plat Standards.
- C. Prior to approval or recording of a final plat, the following must be provided by the subdivider, or the designee thereof:
 1. Cash assurance in an amount equal to 125% of the cost of infrastructure improvements not yet in compliance. Said cash bond shall be maintained until the improvements have been approved by the City;
 2. Maintenance bond to ensure the viability of infrastructure improvements;
 3. Provide three (3) sets of "as-built" drawings to the Field Construction Inspector for review and approval, prior to or coincidental with the submittal of the Final Plat conditions of the site;
 4. Provide a letter of approval, from the Field Construction Inspector prior to recording of the final plat;
 5. Provide initially, three (3) copies of the final plat application. Once all review comments are satisfied; provide two (2) copies and original mylar;
 6. The scale shall be stated as "1" inch to ____ft. and shown graphically;
 7. An electronic format acceptable to the Public Works Department containing data about the sanitary sewer and water systems where available;
 8. Provide a letter of approval for a "Street Lighting Plan" from the Department of Public Utilities, Transportation Section, prior to final review;
 9. Signed release of the project by the Director of Public Works;
 10. Recorded deed to the Director of Public Works for any dedicated space;
 11. Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line and building line whether curved or straight. This shall include but not be limited to the radius, length of arc, internal angles and tangent distance for the center line of curved streets and curved property lines that are not the boundary of curved streets;
 12. Tract boundary lines, right-of-way lines of streets, easements and other rights-of-way, and property lines of residential lots and other sites;

13. All dimensions shall be accurate to the nearest one-tenth of a foot and all angles accurate to the nearest minute;
14. Name and right-of-way width of each street or other right-of-way;
15. House numbers; {Assigned by the Department of Planning and Community Development}
16. Title, name and location of subdivision, north arrow, date, scale and land lot and district numbers;
17. Provide the closure precision of the field survey as the ratio of one foot to the traversed distances in which an error of one foot would occur, and a statement in the notes as to the method of adjustment as follows:

"The field data upon which this plat is based has a closure precision of one foot in ____ feet and an angular error of ____ per angle point, and was adjusted using ____ rule."
18. Provide the closure precision of the survey data shown on the plat as follows:

"This plat has been calculated for closure and is found to be accurate within one foot in ____ feet."
19. Location, dimensions and purposes of any easements and any areas to be dedicated to public use or sites for other than residential use with notes state their purposes and limitations;
20. Lots or sites numbered in numerical order and blocks lettered alphabetically;
21. Accurate location, material and description of monuments and markers;
22. Certification showing that applicant is the landowner and dedicates streets, rights-of-way and any sites for public use;
23. Certification by the department of public works, water system and the city engineer that the subdivider has complied with one of the following alternates:
 - a. All improvements have been installed in accordance with the requirements;
 - b. A performance bond has been posted in sufficient amount to assure completion of all required improvements;
 - c. Any other guarantees of satisfactory completion of required improvements acceptable to the various departments.
24. Certification of the city engineer of acceptance of street design and improvements;

improvements constructed or to be constructed in accordance with this plat, and dedicates to the use of the public forever the following:

Public Streets _____ acres

Public Sewer Easements _____ acres

Drainage Easements _____ acres

Public Parks/Open Space _____ acres

Typed Name of Subdivider

Typed Name of Owner of Record

Signature of Subdivider

Signature of Owner of Record

Date

Date

All owners must sign the original document in a permanent type BLUE ink prior to submittal.

f. FLOOD HAZARD

The Intermediate Regional Flood (I.R.F.) areas shown heron were determined by the Professional Engineer whose stamp and signature are affixed hereto. City of East Point does not, by approving this plat, warrant their accuracy, not imply that land outside the areas of flood hazard shown, will be free from flooding or flood damage. Further, East Point does not, by approving this plat nor accepting the public improvements therein, assume maintenance of the flood carrying capacity of the flood areas or watercourses. Maintenance shall remain the responsibility of the owner/s of the land upon which they exist. The owner of a lot or parcel, that contains a flood hazard area, is required to submit a site plan to East Point, prior to the initiation of any improvements to the lot or parcel. The site plan shall include the location and elevation of the I.R.F. within the lot or parcel and the existing and proposed improvements. Approval of the site plan by East Point is required prior to the issuance of a building permit.

g. DRAINAGE

The owner of record, on behalf of himself (itself) and all successors in interest, specifically release East Point from any and all liability and responsibility for flooding or erosion from storm drains or from flooding from high water of natural creeks, rivers or drainage features. A drainage easement is hereby established for the sole purpose of providing for the emergency protection of the free flow of surface waters along all watercourses as established by these Regulations and the Director of the Department of Public Works. Said Director may conduct emergency maintenance operations within this easement where emergency conditions exist. Emergency maintenance shall be the removal of trees and other debris, excavation, filling and the like, necessary to remedy a condition, which in the judgment of staff and Director, is potentially injurious to life, property, or the public road or utility system. Such emergency maintenance, conducted for the common good, shall not be construed as constituting a continuing maintenance obligation of neither the part of East Point nor abrogation of East Point's right to seek reimbursement for expenses from the owner(s) of the property(ies) or the lands that generated the conditions.

h. STORM PIPES

THE STORM PIPE SHOWN HAS BEEN LAID BY OWNERS. THE CITY OF EAST POINT IS NOT LIABLE OR RESPONSIBLE FOR THE EXTENSION OF STORM PIPES SHOWN ON THIS PLAT NOR FOR THE EROSION OR FLOODING FROM SUCH STORM PIPES AND DRAINS AS ARE SHOWN ON THIS PLAT.

i. THE CERTIFICATE OF RECORDING

Certification as to Recording

This is to certify that this plat has been recorded in plat Book _____

Page _____ of East Point

Recorded on _____ 20____.

Clerk , Superior Court

Fulton County, Georgia

27. Provide the conditions of zoning on the plat and clearly indicate compliance with all conditions, showing all required natural buffers, landscape strips and deceleration lanes, on the plat.
28. Provide existing zoning for the property or tract of land being platted and zoning case number (if any). The following data shall also be stated on the plat.

Front Setback _____ feet

Rear Setback _____ feet

Side Interior Setback _____ feet

Side Corner Setback _____ feet

Medium Heated Floor Area _____ feet

Parking Space(s)/Dwelling Unit _____

Minimum required Lot Area _____ square feet

Medium required Lot Frontage _____ feet

Minimum required Lot Width at the Building Line _____ feet

29. Show the minimum front, rear, side, and corner setbacks (on all lots).
30. Revise corner and rear yard setbacks, as per redline comment, on irregularly shaped lot.
31. Provide a copy of the F.I.R.M. panel and the F.I.R.M. panel front cover on the plat. Show and label the location of the site.
32. Include the following statement under the F.I.R.M. panel:
- “According to the F.I.R.M. of East Point, panel number 13121C _____, dated June 28, 1998, a portion of this property (ies) or (is not) located in a Special Flood Hazard Area.”
33. Provide street name for each street in the development. Street names shall be accordance with regulations set forth in the Chapter 8, Uniform Roadway Addressing System of the East Point Zoning Code and Development Regulations.
34. Locate and label, with dimensions, all “no access strips.”
35. Provide the direction and distance from a point of reference to a point on the boundary of the individual survey. All plats submitted shall be referenced to an existing East Point GIS Monument. For any subdivision of fifteen (15) acres or more, the subdivider must pay a fee to set one (1) new monument by East Point. Courses and distance to Monument shall be shown on the Plat. Contact East Point Public Works at (404) 765-2745 for monument description and location. **(Note: the term “monument” shall consist of one (1) GIS Monument and one (1) azimuth or backsight monument per location.)**

36. Provide in notes, a description of all corner markers and markers of pertinent reference. All corner markers and markers of pertinent reference points shall be constructed of a permanent material, such as iron, steel, concrete or stone.
37. Show all slope easements as required.
38. East Point will not accept drainage easements along common property lines in order to control private drainage improvements.
39. Provide bearings and distances on all off road sanitary sewer and permanent stormwater management facilities and drainage easements.
40. Provide a maintenance bond from the Owner/Developer, prior to recording of the final plat. Contact Public Works (404) 765-2745 for bond calculations sheet and submit the bond as required directly to the Public Works Office.
41. All final subdivision plats must show street addresses on each lot prior to recording.
42. Place DH-A, B, C, and D, hold on required lots as shown and add DH-Hold Block (below).

DH-HOLDS

PLEASE NOTE THAT A CERTIFICATE OF OCCUPANCY HOLD MAY BE PLACES ON YOUR BUILDING PERMIT TO VERIFY THAT YOU HAVE COMPLIED WITH YOUR SUBMITTED SITE PLAN. A SITE INSPECTION MAY BE REQUIRED.

DH-A

SITE PLAN IS REQUIRED SHOWING BUILDING AND DRIVEWAY LOCATION WITH DIMENSIONS OF THE LOT. SHOW ALL STRUCTURES, SETBACKS, EASEMENTS, SPECIMEN TREES, BUFFERS AND PUBLIC INFRASTRUCTURE.

DH-B

SITE PLAN REQUIRED SHOWING EXISTING AND PROPOSED CONTOUR GRADES, EROSION CONTROL MEASURES, ITEMS IN "A" ABOVE. A REGISTERED LICENSED PROFESSIONAL ENGINEER, LICENSED LANDSCAPE ARCHITECT OR REGISTERED SURVEYOR MUST SIGN AND SEAL THE PLANS.

DH-C

SITE PLAN REQUIRED SHIOWING MINIMUM FINISHED FLOOR ELEVATION, I.R.F. ELEVATION AND CONTOUR LINE, 25 AND 100 YEAR ELEVATIONS OF THE DETENTION FACILITY, TOP OF BANK FOR STREAMS, DRAINAGE DITCH AND ITEMS FOR DH-A HOLDS AS STATED ABOVE. A FINAL ELEVATION CERTIFICATE MUST BE COMPLETED BY THE PROPERTY OWNER OR REPRESENTATIVE AND SUBMITTED TO THE CITY BUILDING PERMIT DIVISION AT THE TIME THE LOWEST FLOOR/FIRST FLOOR (REFERENCE LEVEL) IS ESTABLISHED, PRIOR TO FURTHER CONSTRUCTION OF THE BUILDING.

DH-D

ONLY THE DIRECTOR, OR THE SPECIFIC APPOINTEE REPRESENTING THE DIRECTOR, MAY RELEASE THIS TYPE OF HOLD. A DH-D HOLD IS A GENERAL HOLD FOR A SPECIFIC PURPOSE NOT PREVIOUSLY COVERED BY THE PROCEEDING EXPLANATION BELOW.

43. Show a 20-foot, graded and stabilized vehicular access easement to all detention ponds. A 10-foot graded access easement shall completely encircle the detention pond. Use a 30-foot combined easement when combined with a sanitary or drainage easement.
44. Show 20' landscape buffer around detention ponds.
45. Show and label the outlet structure on the plan view.
46. Show the Minimum Finished Floor Elevations (M.F.F.E.) on lots that have flood plain or a detention pond and provide a recorded copy of the Flood Plain Indemnification Agreement. The M.F.F.E. for flood plain lots shall be a minimum of 3 feet above the 100-year flood elevation; and the M.F.F.E. for detention pond lots with a slab on grade shall be a minimum of 1 foot above the 100-year High Water (H.W.) elevation.
47. Show the 25-year and 100-year high water elevation and volumes of the detention pond(s) on the plat.
48. Detention ponds should be labeled as common areas symbolically referred to as "C.A." If any common areas are shown on the plat, a Mandatory Homeowner's Association shall be created and the incorporating documents submitted along with the final plat for review and approval prior to submittal to the Secretary of State. Said documents shall be recorded with the Clerk of Superior Court of Fulton County with the Deed Book and Page Number referenced on the plat. All private covenants, if any, shall also be submitted prior to recording and shall once recorded, be referenced on the plat.
49. Any other common areas shall be clearly labeled as such or symbolically referred to as "C.A." The plat shall clearly state that said areas are to be owned and maintained by the Homeowner's Association in perpetuity.
50. Complete and record with the Clerk of Superior Court of Fulton County, and Owner's Indemnification and Maintenance Agreement for Detention Ponds. Once recorded, the Deed Book and Page Number shall be referenced on the final plat.
51. Label "Public" vs. "Private" Storm and Sewer Easements; shade public easement.
52. Revise right-of-way and pavement widths, as per redline comment.
53. Provide Health Department signature black on plat. On septic systems, The Department of Health must sign plat.

54. Provide approval from the Health Department for all final plats on septic systems.

APPROVAL OF DEPARTMENT OF HEALTH

FULTON COUNTY HEALTH DEPARTMENT	
This subdivision, as shown, is approved upon the condition that sewage disposal and water supply facilities are in compliance with Articles C & D, Sewage Disposal and Drinking Water Supply of the Fulton County Health Department regulations and in accordance with the requirements below:	
<u>WATER SUPPLY</u>	<u>SEWAGE DISPOSAL</u>
<input type="checkbox"/> Public Water Supply	<input type="checkbox"/> Public Sanitary
<input type="checkbox"/> Individual Water Supplies	<input type="checkbox"/> Individual Onsite Sewage
Service Requirements – S/D Type	<input type="checkbox"/> Service Requirements – S/D Type
<input type="checkbox"/> Type "A"	<input type="checkbox"/> Type "A" <input type="checkbox"/> Type "C"
<input type="checkbox"/> Type "B"	<input type="checkbox"/> Type "B" <input type="checkbox"/> Type "D"
_____ Date	_____ Fulton County Health Department
_____ Revision Date	_____ Fulton County Health Department

55. As required by applicable sections of the East Point Zoning Code and Development Regulations, show sidewalks, curbs and gutters across your property's road frontage in accordance with these standards.
56. For non-residential and attached residential dwelling units: This project complies with any applicable Overlay District requirements. Contact Department of Planning and Community Development for guidelines.
57. Protective covenants, if any, shall be shown on the final plat.
58. If public water and sewer connections are not available, the city engineer shall require certification by the director of the division of public health engineering of the county health department that septic tanks and drain fields will be approved.
59. After approval of a preliminary plat the subdivider shall prepare a final plat and submit twelve (12) copies of same to the City Engineer.
60. The final plat shall be considered by the city engineer, and if found to be in order and in compliance with the provisions of this chapter and other city ordinance requirements, final approval shall be given by the city engineer and provide written notice to the developer or subdivider.
61. No final plat shall be approved unless it has:
- a. The certification of a registered engineer or land surveyor that the details of the plat are correct;
 - b. Space for approval, date and signature of the city engineer;
 - c. Space for approval by city council evidenced by the signature of the city clerk as set forth in section 10-4009(21).

- 62. Satisfactory evidence that all taxes and encumbrances of the land to be dedicated as streets or alleys or for the other public purposes have been satisfied of record; and
 - 63. Upon satisfactory completion of all required subdivision improvements, the developer shall submit warranty deeds and/or other conveyances satisfactory to the City Attorney for easements, streets, alleys, parks, rights-of-way or other open space conveyed to the city. Upon favorable recommendation of the City Engineer and the City Attorney, the City Council will take appropriate action to accept such dedications.
- D. Having been certified by the City Engineer as compliant to these and other applicable regulations, the final plat shall be recorded with the Clerk of the Superior Court of Fulton County.
- E. The final plat shall be considered approved at the time of the certification by the Planning and Community Development Department, and shall be presented for consent to the City Council at the next regularly scheduled meeting. Should the Director not approve any development plat, the basis for the denial shall be stated in writing to the applicant. The subdivider may file an appeal in accordance with Article I of these regulations.

Water Resources/Public Works Requirements Following is a list of documents that are required by the Department of Public Works.

Documents

- a. As-Built Checklist
- b. Bond Calculation Form
- c. Erosion Control Checklist
- d. Flood Plan Indemnification for Plats
- e. Hydrology Review Checklist
- f. Land Development Permit Checklist
- g. LDP Drainage Review Checklist
- h. Letter of Credit in Lieu of Maintenance/Performance Bond
- i. Letter of Credit in Lieu of Performance Bond for Final Topping
- j. Maintenance Bond
- k. Owner's Indemnification and Maintenance Agreement for Detention Ponds
- l. Performance Bond
- m. Performance Bond in Lieu of Final Topping
- n. Sewer Easement Agreement
- o. Wastewater Easement Plat Checklist
- p. Wastewater Review Checklist
- q. Water-Distribution Review Checklist

Submittal Requirements. Prior to review and approval of Final Plat, the following must be completed.

- a. Sewer Taps
- b. Mandrel Pulls
- c. Air Testing
- d. Waterline Pressure Testing
- e. Chlorination Tests
- f. Compaction Test Results
- g. Roadway Cores
- h. As Built Detention Facility Engineer's Certification
- i. Floodplain Indemnification Agreement
- j. Owner's Indemnification And Maintenance Agreement For Detention Ponds
- k. As-Built Drawings Stamped By A PLS And PE.
- l. Field Inspection
- m. Performance Bond, as required

If you need additional information or have questions regarding the above forms, please contact the Department of Water Resources/Public Works at 404.270.7161.



Department of Planning & Community Development

1526 E. Forrest Avenue Suite 100 @ Jefferson Station
East Point, GA 30344

404.270.7029 (Phone) 404.209.5148 (Fax) www.eastpointcity.org

The City of
East Point
Georgia

APPLICATION TO SUBDIVIDE / LOT COMBINATION

FEES ARE NON-REFUNDABLE

This section to be completed by the Permit Office

APPLICATION NUMBER: _____ WARD: _____

SUBMITTAL DATE _____ TIME: _____

APPOINTMENT DATE _____ TIME: _____

This section to be completed by the Applicant (please print neatly)

Please check one of the following: Minor Plat—Subdivide Minor Plat—Lot Combination
 Preliminary Plat Final Plat

Is this submittal based on a Rezoning or Variance? Yes No

If yes, please complete Associated Case Number (s):

ZONING CASE # (s) _____ VARIANCE Case # (s) _____

CURRENT ZONING: _____ FUTURE LAND USE: _____

1. Address _____

Subject property fronts _____ feet on the _____ side of

_____, beginning _____

Feet from the _____ corner of _____

Parcel ID Number(s) _____

Land Lot Number _____ District _____

2. Number of Lots _____ Area _____ acres, or _____ square feet

3. Property Owner _____

Address _____

Telephone _____

4. Applicant _____

Address _____

Telephone _____

5. If owner and applicant are not the same, complete [Affidavit A – Authorization by Property Owner](#).

6. If applicant will be represented by an attorney, complete [Affidavit B – Authorization of Attorney](#).

7. Plat Request: _____

8. Special/Conditional Use Permit Procedures (if applicable) [See Procedures for Special Use Permit](#).

9. _____

Note: Please Attach [Application for Special Use Permit](#) (if applicable).)

10. Impact of Subdividing

A. To what extent is the property value of the subject property diminished by the existing zoning district classification? _____

B. What is the existing value of the property under the existing zoning classification? _____

C. What is the value of property contained in the application to subdivide the proposed property subdivision? _____

- D. Describe existing use of the property _____

- E. What is the length of time subject property has been vacant or unused as currently zoned?

- F. What is the estimated peak traffic volume after the development? _____

- G. What capacity will be required for the following services: water, sewer and electricity?

- H. Who will be providing services for water, sewer and electricity?
The City Other



The City of
East Point
Georgia

Department of Planning & Community Development

@ Jefferson Station
1526 E. Forrest Avenue Suite 100 East Point, GA 30344

404.270.7212 (Phone) 404.765.2784 (Fax) www.eastpointcity.org

AFFIDAVIT A

AUTHORIZATION BY PROPERTY OWNER FOR APPLICANT

I swear that I/we am/are the owner(s) of the property, which is the subject matter of this application and is located at _____, East Point, GA with the Tax Identification Number # _____ and that all taxes on such property are paid and current through the date of application. Affiant, further states that he/she is aware that nonpayment of City taxes is grounds for not issuing or revoking all City permits and licenses for said property.

I authorize the person named below to act as applicant in this pursuit of action for this property.

Name of Authorized Applicant _____

Address _____

Telephone Number _____

Print Name

Signature

Notary Public

Date

Commission Expires: _____



Department of Planning & Community Development

@ Jefferson Station

1526 E. Forrest Avenue Suite 100 East Point, GA 30344

The City of
East Point
Georgia

404.270.7212 (Phone)

404.765.2784 (Fax)

www.eastpointcity.org

AFFIDAVIT B

AUTHORIZATION OF ATTORNEY/REPRESENTATIVE

I swear that as an attorney of law, I have been authorized by the Applicant to file the attached application.

Name

Address

Telephone Number

Signature

Date



Department of Planning & Community Development

@ Jefferson Station

1526 E. Forrest Avenue Suite 100 East Point, GA 30344

The City of
East Point
Georgia

404.270.7212 (Phone)

404.765.2784 (Fax)

www.eastpointcity.org

AUTHORIZATION TO INSPECT PREMISES

I/we _____,
am/are the owner(s) of the property, which is the subject matter of this application. I/we authorize the City of East Point to inspect the premises, which are the subject of this request for rezoning/use permit/variance/subdivision.

Signature of Applicant

I have read this entire application and all of this information is completed.

Personally appeared before me

Applicant or Agent for Applicant

Print Name Clearly

Notary Public

Date

(Seal)

Commission Expires



The City of
East Point
Georgia

Department of Planning & Community Development

@ Jefferson Station

1526 E. Forrest Avenue Suite 100 East Point, GA 30344

404.270.7029 (Phone)

404.209.5148 (Fax)

www.eastpointcity.org

Submittal Instructions for

- Minor Plat Preliminary Plat Final Plat Covenants Easements

To have the above documents recorded in the City of East Point, the following steps are required.

1) Items required:

- Three (3) paper originals (17 in. x 22 in.)
- One (1) blank CD

Plats cannot be recorded if the requirements are not met

- 2) The cost of recording is \$9 per sheet plus a \$15 service charge. Please remit that amount to P & CD made payable to the City of East Point.
- 3) Once the plat is recorded by P & CD one of the two mylars will be returned to the owner/agent to have 23 paper copies made for distribution.
- 4) Please deliver all 23 paper copies to the:

Planning & Community Development Department
Attention: Timothy James Scott
1526 E. Forrest Avenue, Suite 100
East Point, GA 30344
(404) 270-7019

5) Please be sure to fold plats so that the name of the project is on the outside.

- The plats will not be accepted unless they have been folded to approximately 8-1/2" x 11" size.
- No building permits will be issued until these copies have been received by the Planning & Community Development Department.

Covenants or Easements

1) For covenants or easements the recording cost will be as follows:

- **\$10 – 1st page**
- **\$2 – additional page**
- **\$10 – service charge**

ACCEPTABLE FORMS OF PAYMENT

Cash / Certified Checks / Business Checks

Credit / ATM Card (MasterCard/Visa)

Money Orders All checks make payable to the City of East Point