



# **PLANNING COMMISSION**

## **SUBDIVISION PLAT APPLICATION**

### **Economic Development Department**

3468 North Fulton Avenue

Hapeville, Georgia 30354

Phone - 404.669.8269 Fax - 404.669.3302

Rev. 09/23/16

The following information consists of an overview of the City of Hapeville's ordinances for subdivision approval. This information is not exhaustive and the applicant is encouraged to become familiar with the complete ordinances.

## **City of Hapeville SUBDIVISION OF LAND**

These regulations govern all subdivision of land within the corporate limits of the City of Hapeville.

Any owner of land within this area wishing to subdivide land shall submit to the Planning Commission, a plat of the subdivision according to the procedures outlined in section 90-1-2. The plat shall conform to the minimum requirements set forth in section 90-1-3. Improvements shall be installed as required by section 90-1-4 of these regulations.

No plat of a subdivision of land within the city shall be filed or recorded by the Clerk of the Superior Court of Fulton County without the approval of the Planning Commission of the City of Hapeville.

### **What is a Subdivision?**

The term "subdivision" means the division of a tract or parcel of land into two (2) or more lots, sites or divisions for the purpose, whether immediate or future, of sale or building development, and includes re-subdivision and, when appropriate to the context, relates to the process of subdividing or to the land or area subdivided.

### **The Procedures for Filing for Subdivision Approval**

#### **When No Utilities or Street Improvements are Necessary**

The procedure for review and approval of a subdivision plat when there are no street improvements or the installation of utilities needed for development consist of the preparation and submission to the Planning Commission of a final plat together with required certificates.

This Final Plat becomes the instrument to be recorded in the office of the Clerk of the Superior Court when duly signed by the secretary of the Planning Commission.

#### **When Utilities or Street Improvements are Necessary**

The procedure for review and approval of a subdivision plat consists of two (2) separate steps when street improvements or the installation of utilities will be needed for the development.

The initial step is the preparation and submission to the Planning Commission of a Preliminary Plat of the proposed subdivision. The second step is the preparation and submission of a final plat together with required certificates.

This Final Plat becomes the instrument to be recorded in the office of the Clerk of the Superior Court when duly signed by the secretary of the Planning Commission.

The Planning Commission will review the Preliminary Sketch Plat and indicate its approval, disapproval or approval subject to modifications. A Final Plat based on the approval of the

Preliminary Sketch Plat shall be submitted to the Planning Commission within one year from the date of approval of the Preliminary Sketch Plat or said approval shall lapse and a new Preliminary Sketch Plat will be required.

### **Guarantees in Lieu of Completed Improvements**

No final subdivision plat shall be approved by the Planning Commission or accepted for recording by the Clerk of the Superior Court until the improvements listed shall be constructed in satisfactory manner and approved by the City Engineer, or in lieu of such prior construction, the Planning Commission may accept a security bond in an amount equal to the estimated cost of installation of the required improvements, whereby improvements may be made and utilities installed without cost to the city or county in the event of default of the subdivider.

### **Zoning**

No final plat of land will be approved unless it conforms with the zoning ordinance.

### **APPLICATIONS FOR SUBDIVISION APPROVAL**

A Planning Commission Application may be obtained at the office of Community Service located at 3474 North Central Avenue, Hapeville, Georgia 30354.

### **Fees:**

Preliminary Plat - \$300.00 + \$10.00 per lot

Final Plat - \$250.00 + \$5.00 per lot

The following information is a required text box on the final plat. The use thereof shall not guarantee approval. They are provided as a courtesy to assist the applicant.

Owner's Acknowledgement and Dedication:

(STATE OF GEORGIA)  
(FULTON COUNTY)

The owner of the land shown on this plat and whose name is subscribed thereto, and in person or through a duly authorized agent, acknowledges that this plat was made from an actual survey, and dedicates by this Declaration to the use of the public forever all streets, easements, sanitary sewers and appurtenances, potable water mains and appurtenances, storm drains and appurtenances, and other public facilities and appurtenances thereon shown.

\_\_\_\_\_  
Signature of Subdivider

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed or Typed Name of Subdivider

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed or Typed Name of Owner

Final Surveyor's Certificate:

It is hereby certified that this plat is true and correct as to the property lines and all improvements shown thereon, and was prepared from an actual survey of the property made by me or under my supervision; that all monuments and markers shown thereon actually exist, and their location, size, type and material are correctly shown. 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 the \_\_\_\_\_ rule. This plat has been calculated for closure and is found to be accurate within one foot in \_\_\_\_\_ feet and the property shown contains a total of \_\_\_\_\_ acres. The equipment used to obtain the linear and angular measurements herein was \_\_\_\_\_.

By: \_\_\_\_\_

\_\_\_\_\_  
Date

Registered Georgia Land Surveyor No. \_\_\_\_\_

Date of Expiration \_\_\_\_\_

Final Plat Approval:

This subdivision plat has been reviewed by the Planning Commission and the City Engineer and found to be in compliance with Zoning Ordinance, Conditions of Zoning Approval, City of Hapeville Development Regulations and Subdivision Regulations, as amended, and that it has been approved by all other affected City and County Departments, as appropriate. The Mayor and City Council hereby approve this Final Plat, subject to the provisions and requirements of the City's regulations and the provisions and requirements of the Development Performance and Maintenance Agreement executed for this development between the Owner and the City of Hapeville.

\_\_\_\_\_  
City Clerk – On Behalf of Mayor and Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman, Planning Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Date

## City of Hapeville

Economic Development Department

3468 North Fulton Avenue, Hapeville, Georgia 30354

404.669.8269 404.669.3002 (fax)

### Submittal Checklist for

## **SUBDIVISION PLAT APPLICATION**

- Submit complete **APPLICATION** with notarized signatures.
- Submit notarized **AUTHORIZATION(S) OF PROPERTY OWNER (S)**.
- Submit **AUTHORIZATION OF ATTORNEY**, if an attorney is filing the application on behalf of a property owner.
- Submit a **WRITTEN SUMMARY** of the necessity for this action.
- Submit 13 (11X17) copies of a **SURVEY PLAT** of the property to be considered.
- Submit 3 (24x36) copies of the **FINAL PLAT** of the property to be considered.
- Submit 13 copies of a written **LEGAL DESCRIPTION** in metes and bounds.
- Submit an **ELECTRONIC FILE** of your plans via email to [asenter@hapeville.org](mailto:asenter@hapeville.org).
- Submit **SUBDIVISION PLAT CHECKLIST** (see attached).
- File application with the City of Hapeville Economic Development Department.
- Pay application fee. **Preliminary Plat - \$300.00 + \$10.00 per lot,**  
**Final Plat - \$250.00 + \$5.00 per lot.**
- Make check payable to the City of Hapeville
- The Planning and Zoning Department will **not** accept an incomplete application
- Submittal of partial or incomplete applications will not be considered for placement on the Planning Commission agenda until the application is accepted as complete and the appropriate fee paid.**

**CITY OF HAPEVILLE  
ECONOMIC DEVELOPMENT DEPARTMENT  
SUBDIVISION APPLICATION**

Name of Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Property Owner (s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Address/Location of Property:

\_\_\_\_\_

Present Zoning Classification: \_\_\_\_\_

Present Land Use: \_\_\_\_\_

Parcel ID #: \_\_\_\_\_

I hereby make application to the City of Hapeville, Georgia for the above referenced property. I hereby affirm that the information provided here and above is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand that the City of Hapeville, Georgia, reserves the right to enforce any and all ordinances regardless of any action or approval on this application. I further understand that it is my/our responsibility to fully comply with all City of Hapeville Codes and Ordinances. I hereby acknowledge that all requirements of the City of Hapeville shall be met. I am able to read and write in English or this document has been read and explained to me and I have fully and voluntarily completed this application. I also understand that false statements or writings made to the City of Hapeville, Georgia are deemed a felony pursuant to O.C.G.A. 16-10-20 and I/we may be prosecuted for a violation thereof.

\_\_\_\_\_  
**Applicant's signature**

Date: \_\_\_\_\_

**Sworn to and subscribed before me**

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**



**CITY OF HAPEVILLE  
ECONOMIC DEVELOPMENT DEPARTMENT  
SUBDIVISION APPLICATION**

**AUTHORIZATION OF PROPERTY OWNER**

I CERTIFY THAT I AM THE OWNER OF THE PROPERTY LOCATED AT:

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**City of Hapeville, County of Fulton, State of Georgia**

**WHICH IS THE SUBJECT MATTER OF THIS APPLICATION. I AUTHORIZE THE APPLICANT NAMED BELOW TO ACT AS THE APPLICANT IN THE PURSUIT OF THIS APPLICATION FOR PLANNING COMMISSION REVIEW.**

Name of Applicant:

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Address of Applicant:

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Telephone of Applicant:

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\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name of Owner

Personally Appeared Before Me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



**CITY OF HAPEVILLE  
ECONOMIC DEVELOPMENT DEPARTMENT  
SUBDIVISION APPLICATION**

**Date**

\_\_\_\_\_

**AUTHORIZATION OF ATTORNEY**

**THIS SERVES TO CERTIFY THAT AS AN ATTORNEY-AT-LAW, I HAVE BEEN AUTHORIZED BY THE OWNER(S) TO FILE THE ATTACHED APPLICATION FOR THE PROPERTY LOCATED AT:**

\_\_\_\_\_  
\_\_\_\_\_

**City of Hapeville, County of Fulton, State of Georgia**

**Name of Attorney**

\_\_\_\_\_

**Bar No.**

\_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_

**Telephone**

\_\_\_\_\_

**Preliminary Plat Checklist**

A Preliminary Plat is a document used to determine the practical ability to subdivide a particular property within the City of Hapeville. Information relating to environmental condition, zoning, development impact, consistency with the Hapeville Comprehensive Plan and relevant town master plans will be considered in the decision process. Submittal of the plat does not guarantee the approval of a Final Plat, a legal document, once recorded with the County, finalizes the subdivision of the land. To be considered, a Preliminary Plat must contain the following information:

- \_\_\_\_\_ The proposed subdivision name and location, the name and address of the owner or owners, and the name of the designer of the plat who shall be a state-registered engineer or surveyor.
- \_\_\_\_\_ Date, approximate north point and graphic scale.
- \_\_\_\_\_ The location of existing and platted property lines, streets, buildings, watercourses, railroads, sewers, bridges, culverts, drain pipes, water mains and any public utility easements, the present zoning classification, if any, both on the land to be subdivided and on the adjoining land; and the names of adjoining property owners or subdivisions.
- \_\_\_\_\_ Plans of proposed underground utility layouts (including sewers, water and electricity) showing feasible connections to the existing or any proposed utility systems.
- \_\_\_\_\_ The names, locations, widths and other dimensions of proposed streets, alleys, easements, parks and other open spaces, reservations, lot lines and utilities.
- \_\_\_\_\_ Contours at vertical intervals of not more than five feet when specifically not required by the planning commission.
- \_\_\_\_\_ The acreage of the land to be subdivided.
- \_\_\_\_\_ Location sketch map or city map showing relationship of subdivision site to area.

**Please initial each item on the list above certifying that all required information has been included on the preliminary plat. Sign and submit this form with your Preliminary Plat application. Failure to include this form and information required herein may result in additional delays for the consideration of your application.**

Applicant Signature: \_\_\_\_\_

Date \_\_\_\_\_

## Final Plat Checklist

A Final Plat is a legal document, once approved and signed by the Hapeville Planning Commission, can be recorded with Fulton County Superior Court. Only a final plat legally subdivides a parcel. Filing with the County will establish the new deed for the property and assign tax parcel identification information. To be considered, a Final Plat must contain the following information:

- \_\_\_\_\_ The lines of all streets and roads, alley lines, lot lines, building setback lines, lots numbered in numerical order, house numbers, reservations, easements and any areas to be dedicated to public use or sites for other than residential use with notes stating their purpose and any limitations.
- \_\_\_\_\_ Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line and building line, whether curved or straight, and including true north point. This shall include the radius, central angle and tangent distance for the centerline of curved streets and curved property lines that are not the boundary of curved streets.
- \_\_\_\_\_ All dimensions to the nearest 100th of a foot and angles to the nearest minutes.
- \_\_\_\_\_ Location and description of monuments.
- \_\_\_\_\_ The names and locations of adjoining subdivisions and streets and the location and ownership of adjoining unsubdivided property.
- \_\_\_\_\_ Date, title, name and location of subdivision, graphic scale and true north point.

**Please initial each item on the list above certifying that all required information has been included on the plat. Sign and submit this form with your Final Plat application. Failure to include this form and information required herein may result in additional delays for the consideration of your application.**

### Supplemental Documents for Final Plat:

- Certification showing that the applicant is the landowner or legally authorized representative and dedicates streets, rights-of-way and any sites for public use.
- Certification by surveyor or engineer to accuracy of survey and plat and placement of monuments.
- Certification by the City Engineer that the subdivider has complied with one of the following alternatives:
  1. All improvements have been installed in accord with the requirements of the regulations; or
  2. A security bond has been posted in sufficient amount to ensure the completion of all required improvements.
- Certification of approval to be signed by the secretary of the Planning Commission following the approval of the final plat.

Once a Final Plat has been approved and signed by the Chair of the Hapeville Planning Commission, the applicant may pick up copies of the plat for filing with Fulton County Superior Court at 136 Pryor Street, Atlanta, GA 30303. Once filed and stamped by the recorder's office, a copy should be returned to the Hapeville Department of Economic Development to be held on file.

Applicant Signature: \_\_\_\_\_

Date \_\_\_\_\_