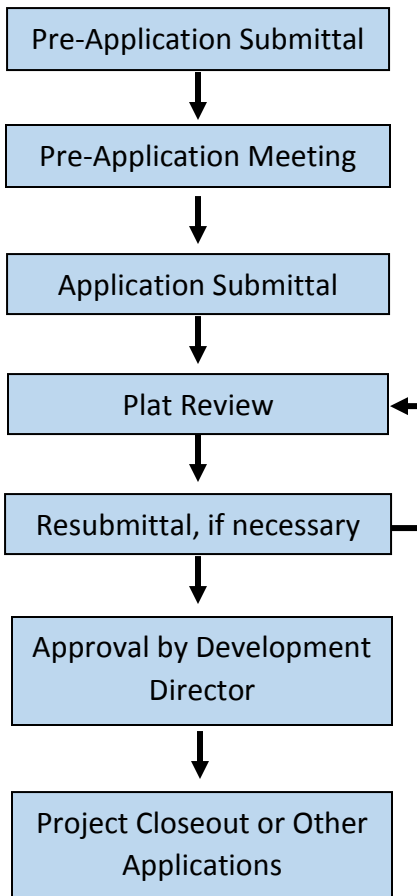


Plat Review Application Packet



The Following Information is Included in this Packet:

1. Pre-Application Instructions and Form
2. Plat Review Process Flowchart
3. Plat Review Application
4. Plat Review Route Sheet
5. Exemption Plat Review Checklist
6. Plat Review Checklist
7. DeKalb County GIS Review Checklist



INSTRUCTIONS FOR REQUESTING A PRE-APPLICATION MEETING

Projects That Require a Pre-Application Meeting:

1. Amend the future development map
2. Amend the zoning map
3. Variance and/or waiver
4. Development of Community Impact (DCI)
5. Subdivide land
6. Addition to a commercial building
7. New commercial building
8. Any other application deemed necessary

Application Submittal and Review Process:

- A. **Complete a Pre-Application Information Form** that contains a detailed description of the request.
- B. **Prepare Concept Plans and a Submit a PDF digital version** that conveys the proposed project. These plans may be conceptual in nature and do not need to be developed by a design professional. (Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)
- C. **Submit the Pre-Application Instruction Form and Concept Plans** to the Development Department in person or via email to chambleedevelopment@chambleega.gov. The application and forms will be reviewed within (2) two business days. Once the plans are reviewed, the Development Department will notify the applicant if an in-person Pre-Application meeting is required. Note: If an in-person meeting is not necessary, then the Pre-Application Meeting will take place during Building Permit submittal.
- D. **Attend a Pre-Application Meeting** with the Development Department. The Development Department will contact the applicant to schedule a Pre-Application Meeting. Feedback about the proposal along with an overview of the application/review process will be provided during this meeting. The applicant should bring a hard copy of the concept plans to the meeting.
- E. **Submit a Signed Copy of the Pre-Application Information Form** with the formal application. When the applicant is prepared to submit the full, complete application for the development activity or zoning process a copy of this form is required to be submitted.

PRE-APPLICATION INFORMATION FORM SUBMITTAL CHECKLIST:

- Complete Pre-Application Information Form
- One PDF digital version of Concept Plans (Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)



PRE-APPLICATION INFORMATION FORM

This page must be completed by the Applicant.

APPLICANT

Name

Company

Mailing Address

Suite/Apt. #

City, State

Zip Code

Primary Phone #

Alternate Phone #

E-mail

PROJECT SUMMARY

Address of Project

Name of Project

Application Type (Rezoning, Building Permit, Land Disturbance, Variance, etc.)

Total Project Acreage

Detailed Description (*Include Proposed Use(s) and Square Footage of Floor Area for each use:*)

Applicant Signature

Date: ____ / ____ / ____

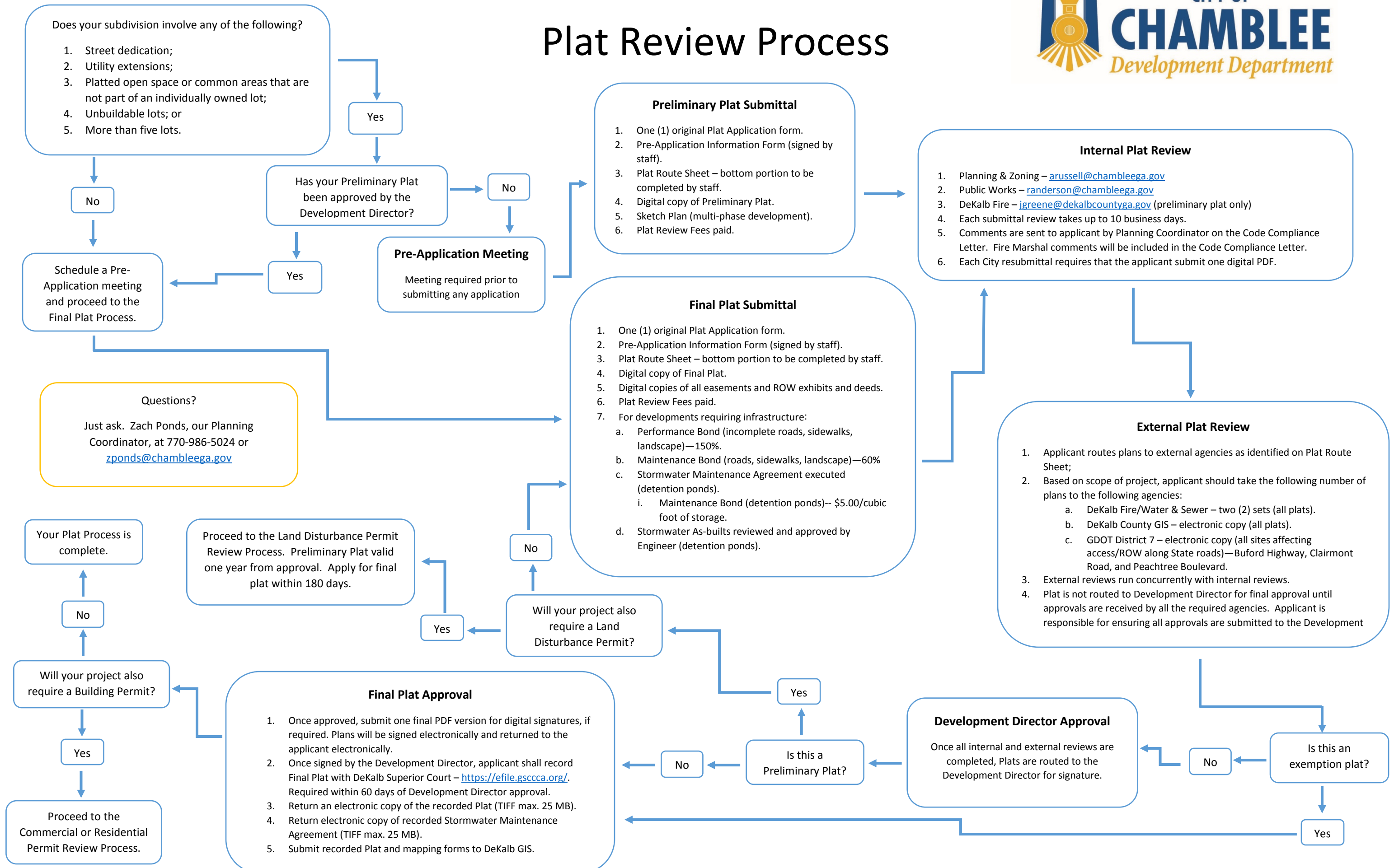
NOTE: This form must be signed by the Development Department and submitted with your application.

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____

Plat Review Process





Plat Application

Permit Number: _____
 Issued by City of Chamblee

Preliminary Plat Final Plat Exemption Plat

Job Address:		City:	State:	Zip:
Project Name:		Tax PIN #:	Zoning District:	
Use: <input type="checkbox"/> Townhomes <input type="checkbox"/> Commercial/retail <input type="checkbox"/> Office <input type="checkbox"/> Single Family Detached Home <input type="checkbox"/> Multi-Family Development <input type="checkbox"/> Other _____				
Type of Plat: <input type="checkbox"/> Combination <input type="checkbox"/> Re-parcel (altering lot lines; no new lots) <input type="checkbox"/> Split (2 lots) <input type="checkbox"/> Subdivision (3+ lots created) <input type="checkbox"/> Townhomes <input type="checkbox"/> Addressing Plat <input type="checkbox"/> Other: _____				
Scope of work:				
Routing Information (Please check all that apply to your project. Responses determine how your project is routed. Incorrect or incomplete information could result in delays to your plan review): <input type="checkbox"/> New lots <input type="checkbox"/> New roads <input type="checkbox"/> New tenant spaces or changes to addressing <input type="checkbox"/> Work affecting sewer capacity				

Property Owner (of Job Address): Name:			Applicant: Name:			Company Name:		
Address:			Address:					
City:	State:	Zip:	City:	State:	Zip:	City:	State:	Zip:
Tel #:	Mobile #:		Tel #:	Mobile #:				
E-Mail:			E-Mail:					

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the land development manager Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the UDO or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided is true and correct. I further certify that all construction will comply with the current City and State Building Codes. This permit is void if no construction activity commences within six months of issuance date or is work is not complete within two years of issuance.

I further agree that I shall be responsible from the date of this application, or from the time of the beginning of the first work, whichever shall be earlier, for all injury or damage of any kind resulting from this work, whether from basic services or additional services, to person or property. I agree to exonerate, indemnify and save harmless the city from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the building permit issued as a result of this application. I also agree to allow all inspections and right of entry per Section 120-2 of the UDO.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____



LAND DISTURBANCE PERMIT/PLAT REVIEW ROUTE SHEET

Permit Number: _____
Issued by City of Chamblee

INSTRUCTIONS: This form is to be filled out and submitted to the City of Chamblee PRIOR to any external agency reviews and shall accompany all plans for review. Upon approval of all applicable external agencies, approvals are to be returned to the City of Chamblee Development Department prior to permit.

Name of Development: _____

Site Address: _____ Parent Parcel ID: _____

Contact Name: _____ Phone No.: _____

Contact Email: _____

The following is to be completed by City staff

<input type="checkbox"/> DeKalb County Watershed Management 330 West Ponce De Leon Avenue, 3 rd Floor Decatur, GA 30030 (404) 371-4718
<input type="checkbox"/> DeKalb County Fire Marshal (See additional Route Sheet) 330 West Ponce De Leon Avenue, 4 th Floor Decatur, GA 30030 (404) 371-2776
<input type="checkbox"/> DeKalb County Board of Health 445 Winn Way, Decatur, GA 30030 (404) 294-3762
<input type="checkbox"/> DeKalb County GIS 330 West Ponce De Leon Avenue, 4nd Floor Decatur, GA 30030 (404) 371-2257 Type of Review Requested (Check all that apply): <input type="checkbox"/> Land Disturbance Only (no platting) <input type="checkbox"/> Subdivision (3+ lots created) <input type="checkbox"/> Combination <input type="checkbox"/> Townhome Subdivision <input type="checkbox"/> Reparcel (altering lot lines; no new lots) <input type="checkbox"/> Addressing Plat <input type="checkbox"/> Split (2 lots) <input type="checkbox"/> Other: _____
<input type="checkbox"/> DeKalb Transportation Department 1300 Commerce Drive, Decatur, GA 30030 (404) 371-200
<input type="checkbox"/> GDOT District 7 5025 New Peachtree Rd, Chamblee, GA 30341 (770) 986-1011

For Internal Use Only:

Submittal Date: _____
Staff Printed Name: _____ Signed: _____



ZONING COMPLIANCE REVIEW CHECKLIST

Exemption Plat

Project Street Name, Number	Parcel Tax ID#
Applicant Name	Applicant phone number/email address
Project Name	
Zoning District	Zoning Case History (Case numbers of variance approvals, modifications, etc.)
Plat Date	Reviewer / Review Completion Date

Exemption plat requirements

For the purpose of the Unified Development Ordinance (UDO), the types of activities contained in Section 300-21 shall be considered subdivisions, but exempt from the preliminary plat requirements of Article 3, Chapter 300, except as noted. Each such subdivision shall be drawn in accordance with Final Plat standards in Section 300-24 of the UDO and submitted with the appropriate fees to the Development Department for review and approval. Upon approval, the Development Director shall authorize the applicant to record the Exemption Plat with the Clerk of Superior Court of DeKalb County and shall grant the issuance of building permits pursuant to the Codes and Ordinances of the City.

The exemption plat shall be submitted at a scale no smaller than one inch equals 50 feet, and shall be drawn to include the entirety of the overall development and shall clearly identify those lots to be recorded, those lots previously recorded, and the remainder of the development which shall be labeled “not included.” All easements, dedications, etc., shall be shown as appropriate or as required. Each lot shall be consistent with the zoning approved for the overall development and the applicable requirements of Title 2 of the UDO.

General Requirements

- ___ (1) Each proposed lot compiles with applicable requirements of Title 2 of the UDO.
- ___ (2) Each lot abuts an existing public street or previously approved private street.
- ___ (3) All project related slope and utility easements as well as necessary street right-of-way as determined by the Department are provided at no cost to the City.
- ___ (4) Platted open space or common areas that are not a part of an individually owned lot are not created.
- ___ (5) Does not create any unbuildable lots.
- ___ (6) The entirety of the overall development is drawn on plat and clearly identifies those lots to be recorded, those lots previously recorded and the remainder of the development which is labeled “not included.”
- ___ (7) **For minor residential subdivisions only** (the division of a buildable lot of record into five or fewer lots) – Approval of County Board of Health if occupied structures will be served by on-site septic systems.

- ___ (8) **For non-residential subdivisions only** (lots for the purpose of sale within a nonresidential development) – Each proposed lot shall comply with the requirements of the DeKalb County Watershed Protection Division or the Environmental Health Department, as appropriate, whose certification of approval shall be required prior to approval of the Exemption Plat by the City.
- ___ (9) **Nonresidential project management only** – The nonresidential development is a single multi-phase or multi-use project under the unified control of a single developer, is zoned for such use or development, and a Concept Plan for the entire project has been approved by the Director.
- ___ (10) **Nonresidential project management only** – The proposed subdivision is intended to transfer title for financing or building management purposes and not for the sale of the property for future development, and **an affidavit to the fact signed by the owner** is submitted with the plat.
- ___ (11) **Nonresidential project management only** – The proposed lot has been approved by the Department to be provided permanent vehicular access established by easement or acceptable covenant prior to or concurrently with recording of the Exemption Plat.
- ___ (12) **Nonresidential project management only** – The proposed lot must encompass a principal structure which has been granted a land disturbance permit and which is under construction or has been completed.

Basic survey requirements.

The plat shall be prepared by a registered land surveyor, licensed to practice in the state and shall meet the requirements of the city and the county register of deeds office. The plat shall contain the following:

- ___ (1) A caption shall be provided including the following information:
 - ___ a. A title or name
 - ___ b. The city, land district and lot, and subdivision, if property lies within a particular subdivision
 - ___ c. The date of plat preparation and the date of the field survey
 - ___ d. The scale, stated and shown graphically
 - ___ e. The name, address, telephone number, and registration number of the land surveyor or the statement that he or she is the county surveyor and is not required by law to be a registered surveyor; and
 - ___ f. All reproductions of original maps or plats shall bear the signature of the registrant placed across the registration seal in order to be a valid or recordable map or plat. The provisions of this subparagraph shall apply to all maps or plats that are sealed by a surveyor which depict and describe real property boundaries. Maps and plats which do not meet the requirements of this subparagraph shall not be sealed nor recorded by the clerk of the superior court.
- ___ (2) The exact boundary of the tract of land being subdivided showing clearly the disposition of all portions of the tract.
- ___ (3) North arrow and delineation.

ZONING COMPLIANCE REVIEW CHECKLIST: Exemption Plat. Page 3

- ___ (4) A vicinity map showing the location of the subdivision with respect to adjacent streets and properties.
- ___ (5) As built drawings and plans of all water, sewer, and storm drainage system facilities, illustrating their layouts and connections to existing systems. Such plans shall show all easements and rights-of-way, to demonstrate that the facilities are properly placed and the locations of all fire hydrants, blow offs, manholes, pumps, force mains, and gate valves are indicated. This information shall not be placed on the final plat but must be submitted at the time of request for final plat approval or prior to certificate of occupancy/completion.
- ___ (6) Sufficient data to determine readily and reproduce accurately on the ground the location, bearing, and length of every street, alley line, lot line, building line, easement line, and setback line. All dimensions shall be measured to the nearest one-hundredth of a foot and all angles to the nearest second.
- ___ (7) The lines and names of all streets, alley lines, lot lines, lot and block numbers, lot addresses, building setback lines, easements, reservations, common areas, open space, on-site demolition landfills and other areas dedicated to public purpose with notes stating their purposes. All lots subject to flooding shall be noted.
- ___ (8) Compliance with the tree preservation ordinance of the city, Chapter 320 of this UDO.
- ___ (9) The accurate locations and descriptions of all monuments, markers and control points.
- ___ (10) The deed restrictions or any other similar covenants proposed for the subdivision, if any.
- ___ (11) The subdivision, the name of the owner, the name, registration number, and seal of the registered surveyor under whose supervision the plat was prepared, and the date of the plat.
- ___ (12) Private street easements and maintenance agreements required in Subsection 350-3(b), if applicable and payment in lieu of underground utilities improvements (Section 350-25) (if applicable).
- ___ (13) In addition to all certification required by the county the following certification must also appear on the final plat:

Certificate of Approval for Recording. I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations for Chamblee, Georgia, and that this plat has been approved by the Chamblee Development Director for recording in the office of the register of deeds of DeKalb County.

Date

Development Director, Chamblee, Georgia



ZONING COMPLIANCE REVIEW CHECKLIST

Preliminary Plat _____, or Final Plat _____ (Indicate which is being reviewed)

Project Street Name, Number	Parcel Tax ID#
Applicant Name	Applicant phone number/email address
Project Name	
Zoning District	Zoning Case History (Case numbers of variance approvals, modifications, etc.)
Plat Date	Reviewer / Review Completion Date

Preliminary plat requirements.

The preliminary plat shall be submitted at a scale no smaller than one inch equals 50 feet. No certifications other than the certificate of survey and accuracy must be provided in connection with the submission.

As per UDO Section 300-21, the preliminary subdivision plat must be drawn to the following specifications and must contain or be accompanied by the information listed below. No processing or review of a preliminary plat will proceed without all of the following information:

- _____ (1) The boundary, as determined by survey, of the area to be subdivided with all bearings and distances shown and the location within the area, or contiguous to it, of any existing streets, railroad lines, watercourses, easements or other significant features of the tract.
- _____ (2) Scale denoted both graphically and numerically with north arrow and declination.
- _____ (3) Complete construction plans, in accordance with the requirements in Section 300-34, as applicable, prepared by a registered engineer and approved by the city and the appropriate state agency.
- _____ (4) The location of proposed streets, alleys, easements, lots, parks or other open spaces, reservations (i.e., school sites), property lines with street dimensions, tentative lot dimensions, lot and block numbers, and the location of any building restriction areas, i.e., flood hazard areas, watershed protection districts, wetlands. Site calculations shall include total acreage of tract, acreage in parks and other nonresidential uses, total number and acreage of parcels, and the total number of housing units.
- _____ (5) The proposed name of the subdivision, street names, the owners name and address, signature of the owner or owner's duly authorized agent, the name of the surveyor, the names of adjoining subdivisions or property owners, the name of the city, county, and state in which the subdivision is located, the date of plat preparation, and the zoning classification of the tract to be subdivided and of adjoining properties.

ZONING COMPLIANCE REVIEW CHECKLIST: Preliminary Plat and Final Plat. Page 2

- ___ (6) Typical cross sections of proposed streets showing rights-of-way, pavement widths, grades, and design engineering data for all corners and curves. Where a proposed street is an extension of an existing street the profile of the street shall include 300 feet of the existing roadway, with a cross section of the existing street. Where a proposed street within the subdivision abuts a tract of land that adjoins the subdivision and where said street may be expected to extend into said adjoining tract of land, the profile shall be extended to include 300 feet of the said adjoining tract.

- ___ (7) The location of any existing or proposed demolition landfills in the site. Such sites shall not be used for building.

- ___ (8) A timetable for estimated project completion for each phase covered by the preliminary.

- ___ (9) The following wording must be shown on the preliminary plat:
"This preliminary plat has been submitted to and approved by the City of Chamblee, on this _____ day of _____, _____ .

By: _____ (By Dir.)

- ___ (10) Any additional information deemed necessary by the Development Department to determine compliance with ordinance standards.

In addition to the above required information, the following additional information may be necessary for unique sites:

- ___ (1) Original contours at intervals of not less than five feet for the entire area to be subdivided and extending into adjoining property for a distance of 300 feet at all points where street rights-of-way connect to the adjoining property.

- ___ (2) Where a proposed water and sewer system does not contemplate the use of facilities owned and operated by the city or a sanitary district, the proposed facility plans as approved by the appropriate agency, shall be submitted with the preliminary application.

Final plat requirements.

The final plat shall be prepared by a registered land surveyor, licensed to practice in the state and must be drawn to a scale no smaller than one inch equals 50 feet, and shall meet the requirements of the city and the county register of deeds office. The final plat shall constitute all portions of the preliminary plat site which the subdivider proposes to record and develop at the time.

As per UDO Section 300-24, no final plat shall be approved unless and until the subdivider has installed in that area all improvements required by this appendix. The final plat shall contain the following:

- (1) A caption including the following information:

ZONING COMPLIANCE REVIEW CHECKLIST: Preliminary Plat and Final Plat. Page 3

- ___ a. A title or name
- ___ b. The city, land district and lot, and subdivision, if property lies within a particular subdivision
- ___ c. The date of plat preparation and the date of the field survey
- ___ d. The scale, stated and shown graphically
- ___ e. The name, address, telephone number, and registration number of the land surveyor or the statement that he or she is the county surveyor and is not required by law to be a registered surveyor; and
- ___ f. All reproductions of original maps or plats shall bear the signature of the registrant placed across the registration seal in order to be a valid or recordable map or plat. The provisions of this subparagraph shall apply to all maps or plats that are sealed by a surveyor which depict and describe real property boundaries. Maps and plats which do not meet the requirements of this subparagraph shall not be sealed nor recorded by the clerk of the superior court.
- ___ (2) The exact boundary of the tract of land being subdivided showing clearly the disposition of all portions of the tract.
- ___ (3) North arrow and delineation.
- ___ (4) A vicinity map showing the location of the subdivision with respect to adjacent streets and properties.
- ___ (5) As built drawings and plans of all water, sewer, and storm drainage system facilities, illustrating their layouts and connections to existing systems. Such plans shall show all easements and rights-of-way, to demonstrate that the facilities are properly placed and the locations of all fire hydrants, blow offs, manholes, pumps, force mains, and gate valves are indicated. This information shall not be placed on the final plat but must be submitted at the time of request for final plat approval or release of any surety for required improvements, whichever comes later.
- ___ (6) Sufficient data to determine readily and reproduce accurately on the ground the location, bearing, and length of every street, alley line, lot line, building line, easement line, and setback line. All dimensions shall be measured to the nearest one-hundredth of a foot and all angles to the nearest second.
- ___ (7) The lines and names of all streets, alley lines, lot lines, lot and block numbers, lot addresses, building setback lines, easements, reservations, on-site demolition landfills and areas dedicated to public purpose with notes stating their purposes. All lots subject to flooding shall be noted.
- ___ (8) Compliance with the tree preservation ordinance of the city, Chapter 320 of the UDO.
- ___ (9) The accurate locations and descriptions of all monuments, markers, and control points.
- ___ (10) The deed restrictions or any other similar covenants proposed for the subdivision, if any.
- ___ (11) The name of the township in which the subdivision is located, the name of the subdivision, the name of the owner, the name, registration number, and seal of the registered surveyor under whose supervision the plat was prepared, and the date of the plat.

ZONING COMPLIANCE REVIEW CHECKLIST: Preliminary Plat and Final Plat. Page 4

- ____ (12) Private street easements and maintenance agreements required in UDO Section 350-3(b), if applicable and payment in lieu of underground utilities improvements (Section 350-25), if applicable.
- ____ (13) In addition to all certification required by the county the following certification must also appear on the final plat:

Certificate of Approval for Recording. I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations for Chamblee, Georgia, and that this plat has been approved by the Chamblee Mayor and city council for recording in the office of the register of deeds of DeKalb County.

Date

City Clerk, Chamblee, Georgia

FOR CITY USE ONLY:
CITY PLANNER COMMENTS:

Recommendation: Approve _____ Deny _____ Review Comments & Resubmit _____ Submit Variance Request _____

Item	Comment

DeKalb County
Geographic Information Systems Department

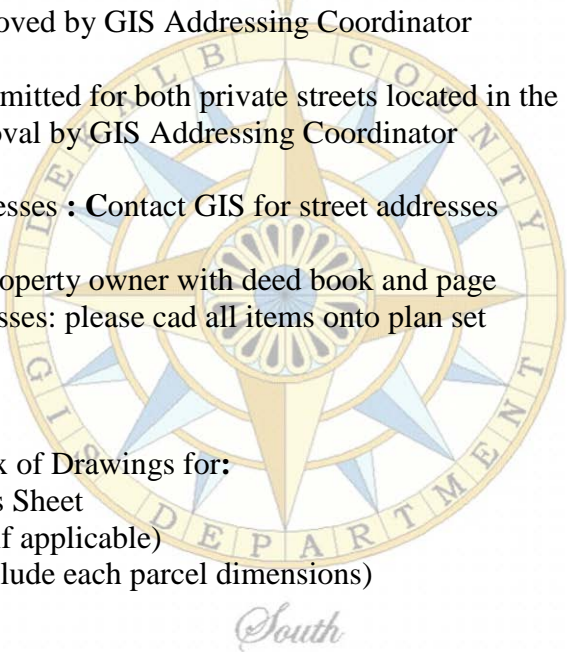
GIS CHECK LIST

PROJECT: _____

GIS FILE LOCATOR/AP #: _____

DATE: _____

The following items marked (X) need to be shown or addressed on site plan. GIS review and is not limited to the following items; additional comments may be provided as warranted.

- 
1. () Project name must be approved by GIS Addressing Coordinator
 2. () Street name(s) must be submitted for both private streets located in the rear of Lots 1-5 & 6-8 for approval by GIS Addressing Coordinator
 3. () GIS will assign street addresses : **Contact GIS for street addresses**
 4. () Show names of adjoining property owner with deed book and page numbers, parcel ID, and addresses: please cad all items onto plan set
 5. () Show North Arrow
 6. () Please add the Sheets Index of Drawings for:
 - () Existing Conditions Sheet
 - () Demolition Sheet (if applicable)
 - () Site Plan Sheet (include each parcel dimensions)
 7. () Label all open spaces as “common areas/open spaces”
 8. () Show name, address and phone number of developer on Sketch Plat and/or coversheet
 9. () Show name, address and phone number of owner on Sketch Plat and/or coversheet
 10. () DeKalb County Records show ownership in: **City of Chamblee** All parcels must be in the same exact name prior to any map changes
 11. () Provide Site Plan for a residential combination/separation/re-parcel of existing parcels. Site Plan Sheet should include the

- () Please add coversheet to plans
 - () Show name, address and phone number of owner(s) on plat
 - () Show all parcel id number of existing parcel on Existing Conditions Sheet
 - () Show dimensions and legal description(s) of proposed parcel
 - () Record plat ***after*** final stamped approval with original signatures.
12. () Provide **recorded** digitized site plan on diskette to Development Department; to the attention of Director, Stacy Gear. Diskette should be in AutoCAD or Microstation platform (Subdivisions, Condos & Townhomes). GIS prefers the digital file containing separate layers of the following: Lot Boundaries, Right of Way Boundaries, Legal Lot/Unit #'s, Address #'s, Street Centerline, & Dimensions
13. () Provide a copy of the recorded plan to GIS Department. **Note: GIS Department must receive stamped/written approval plans from the designated municipality.** At that time, a combination/separation/Reparcel form will be completed by customer. **Note: If customer is not the owner of the parcel(s); land owner must submit an Agent Authorization Form granting the customer permission to serve as owner's agent. Both GIS Mapping Form and Agent Authorization must have original signatures.**
14. () **If applicable**, Complete Final/Commercial Plat Mapping Form when requesting model homes. Provide brief description for model home, i.e. legal lot number and the number of model homes requested.
15. () Have Engineer to provide preliminary plat with addresses for each lot. (Condos/Townhomes only)

Cassandra Odom

Cassandra Odom | Addressing Coordinator | Email: codom@DeKalbCountyga.gov

DeKalb County | Geographical Information Systems Department
Clark Harrison Bldg. | 330 W. Ponce de Leon Ave., 6th Fl | Decatur, GA 30030
Main: 404.371.2257 | Direct: 404.371.2914 | Fax: 404.371.3211

"Always Gaining In Sight" - DeKalb County GIS - Web: www.DeKalbCountyga.gov